

**DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES**  
**PART 15 APPENDICES**  
**CHAPTER 1**

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## CHAPTER 1 APPENDICES

### 15.1.1 INQUIRY TYPE CODES (Delayed Inquiries)

<u>CODE</u>	<u>EXPLANATION</u>
01	Commodity Code.
02	Special Contract Provisions.
03	Standard ACO Coded Remarks (R9).
04	Non-CLIN/ELIN Payment Provisions (Contract Level).
05	Buying Activity Code (two position).
06	Buying Activity Code (six position).
07	Administered By (six position DoDAAC).
08	Issued By.
09	Department Code.
10	Industrial Specialist/Progress Control Clerk Code.
11	Type of Contractor Code.
12	Property Administrator Code.
13	ZIP Code.
14	Contractor Code (H8).
15	Labor Relations Contractor Status (Results in the generation of the Requested Labor Relations Report - UNMD120A).
16	Process Date Range.
17	Final Delivery Date Range (Firm).
18	Final Delivery Date Range (Estimated).
19	Final Acceptance Date Range.
20	Overage Date Range.
21	Estimated Closing Data Range.
22	Kind and Type of Contract Codes.
23	Kind of Contract Code.
24	Type of Contract Code.
25	Contract Administration Reporting Section Number.
26	Assignment Code.
27	Contract Administration Reporting Part Number.
28	Value Engineering Clause.
29	Hard Copy Tracking Indicator.
30	Defense Material System Rating (Rating Prefix).
31	Defense Material System Rating (Program Identification).
32	Production Surveillance Category Code.
33	Security Classification.
34	Unilateral Indicator.
35	Functional Limitations.
36	Record 2 Reason Codes.
37	Inspection Acceptance F.O.B. Code.

### 15.1.2 COMMODITY CODES

<u>CODE</u>	<u>EXPLANATION</u>
A1	Aircraft.
1A	Airframes and Related Assemblies and Spares.
1B	Aircraft engines and related spares and parts.
1C	Other Aircraft equipment and supplies not included in 1A and 1B.
A2	Missile and Space Systems.
A3	Ships.
A4	Tank-Automotive Program.
4A	Combat Vehicles.
4B	Non-Combat Vehicles.
A5	Weapons.
A6	Ammunition.
A7	Electronics and Communications Equipment.
A8	Fuels and Lubricants Program.
8A	Petroleum.
8B	Other Fuels and Lubricants.
8C	Separately Procured Containers and Handling Equipment.
A9	Textiles, Clothing and Equipment.
B1	Building Supplies.
B2	Subsistence.
B3	Transportation Equipment (Railway).
B8	Production Equipment.
B9	Production Equipment (Government-Owned).
C2	Construction.
C3	Maintenance, Repair, Operation (MRO) Supplies for DoD.
C8	Controlled Materials for DISC.
C9	Miscellaneous.
9A	Construction Equipment.
9B	Medical and Dental Supplies and Equipment.
9C	Photographic Equipment and Supplies.
9D	Material Handling Equipment.
9E	All others not identifiable to any Procurement Program.
S1	Services.
9E	Blank or other than above.

### 15.1.3 SPECIAL CONTRACT PROVISIONS CODES

<u>CODE</u>	<u>EXPLANATION</u>
A	Liquidated damages.
B	Advanced payments authorized.
C	Progress payments authorized.
D	Remittance address.
E	Admin Govt Prop.
F	FA/PRE Prod Sample Rpt.
G	Flt Ops Involved (Aircraft Acpt).
H	Dngers/Haz Mat Involved (Safety Clauses).
J	Anticipatory Gov Furn Fac Cost Appr Req.
K	Bond Bailment (DPSC Clothing Con Only).
L	Del Sched on Maint Con Req Future Defin.
M	Form Del Sched on Maint Con Unnecessary.
N	Payment to be made in Canadian Funds.

<u>CODE</u>	<u>EXPLANATION</u>
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P Del Sched Req on Del Assig & Appr of FA.  
Q Subline Item - NSP.  
*R Incentive Subcontract Progress S/B and SDB Concern.*  
*T Electronics Funds Transfer Required.*

#### 15.1.4 STANDARD ACO CODED REMARK (R9) CODES

<u>CODE</u>	<u>EXPLANATION</u>	<u>DAR CLAUSE</u>	<u>FAR CLAUSE</u>
01*	Non-DoD Reimbursement Contracts.		
02*#	Patent Rights Report. Required (c), (h)	7-302.23(a), (b),	
03*#	Special Tooling Report Due.	7-104.25	52.245-17
04	Spares Provisioning.		
05	Quantity Options Expires.		
06*	Unpriced Order.		
07	Duty Free Entry Supplier/ Services.	7-104.31(a), (b) 7-104.32	52.225-10
08	Demil Clause Req for Final Pay.		
<b>09</b>	<b>Terminated For D or C.</b>		
10	Nat Industries - Blind.		
11	Nat Industries - Severely Handicapped.		
12	Federal Prisons Industries.		
13*#	Guar Max Ship Wgt/F.O.B. Org/Min Size.	7-104.72 7-2003.16 7-2003.24(b)	52-247-59,60.61
14	Data Item Description (DID).		
15	Negotiated Contract.		
16*	Date Financial Report Required.		
17	Prog Rpt DD Form 375 Used for Contracts.	7-104.51	52-242-2
18*	Date Next FP1/FPR Qtly Stmt Due.	7-108.1, 7-109.2,3 7-603.23	52.216-5,6,16, 17
19	Privately Owned US Flag Vessels.		52.247-64
20	Cost Accounting Standards Clause	7-104.83	52.230.3,4
21	NASA New Technology Report Required.	NASA 9-101.4	
22	Ocean Vessels Will be Used		
23	Notice of Award - HC Required.		
24	Undefinitized Price - 50% Authorized.		
25*	Foreign Military Sales.		
26*#	Quantity Variation.	7-103.4(b)	52.212-9(b)
27*	SBA (8A) Contract.		52.219-11
28	Special Test Equipment.	7-104.26	52.245-18
29*#	Data Withholding Clause.	7-104.9(h) 7-104.7	52.204-7000 52.227-7030

<u>CODE</u>	<u>EXPLANATION</u>	<u>DAR CLAUSE</u>	<u>FAR CLAUSE</u>
<b>30</b>	<b>Reserved</b>		
31	Storage Agreement	7-1601.1	
32	Utlzn of SML & SML Disadvantaged Bus.	7-104.14 (b), (c), (d)	52.219-9, 10
<b>33</b>	<b>Reserved</b>		
<b>34</b>	<b>Canceled Funds.</b>		
35	Neg Overhead Rates Clause.	7-403.9	52.216-15
36	Reserved		
37	Reserved		
<b>38</b>	<b>Performanced Based Payments</b>		<b>52.232-32</b>
39	Reserved		
40*	Labor Standards Provisions.	7-602.23	52.222-4,5
41	Date KR Fac/Rent Stmt/ Paymt Due.	7-702.12	52.245-9
42	Negative Preaward Survey.		
<b>43</b>	<b>Reserved</b>		
44	Arms/Ammo/Explosives.	7-104.79	52.228-7007
45	Reserved		
46	Support Delegation Made.		
47	Reserved		
<b>48</b>	<b>Commercial Contracts</b>		
49*	Limitation of Cost or Fund Clause	7-203.3 7-402.2	52.232-20,21,22
50	Payment Assigned Debt Offset Limited.		
51	Assignment of Claims Release		
52	DD Form 250 Not Required Except Fast Pay.		
53	Indefinite Delivery Contract W/LISSR-CLR.		
54	Prime Admin (Less Payment) ODO.		
55	Property Action Completed		
56	Manual Closeout Required by ACO		
60	Rights in Tech Data/Computer Software		52.227-7013
61	Restrictive Markings on Tech Data		52.227-7018
62	Ident of Restr Rights Comp Software		52.227-7019
63	Restrictive Marking Reviewed by Eng.		
<b>64</b>	<b>Deferred Debt</b>		
<b>70</b>	<b>DLA ODO</b>		
<b>PA</b>	<b>ENG &amp; DSN MGT/MIL-STD-499/ 1521</b>		
<b>PB</b>	<b>MCCR &amp; Software Development/ DoD-STD-2167/2168</b>		
<b>PC</b>	<b>Reliability/MIL-STD-785</b>		
<b>PD</b>	<b>INTEG Log Support/MIL-STD- 1388</b>		
<b>PE</b>	<b>Test and Evaluation/MIL- STD-781 or 810 or 2165</b>		

<u>CODE</u>	<u>EXPLANATION</u>	<u>DAR CLAUSE</u>	<u>FAR CLAUSE</u>
<i>PF</i>	<i>Config Mgmt/MIL-STD-480/481/482/483/973</i>		
<i>PG</i>	<i>System Safety/MIL-STD-882/1274</i>		
<i>PH</i>	<i>Maintainability/MIL-STD-470</i>		
<i>PI</i>	<i>Design to Cost/MIL-STD-337</i>		
<i>PJ</i>	<i>Work Measurement/MIL-STD-1567A</i>		
<i>PK</i>	<i>Prod Mgmt/MIL-STD-1528</i>		
<i>PL</i>	<i>C/SCSC - W/CPR</i>		
<i>PM</i>	<i>C/SSR</i>		
<i>PN</i>	<i>Productivity</i>		
<i>PO</i>	<i>Environmental</i>		

#Must be processed through the Finance Office for input.

\*Automatically generated based on selected criteria.

These codes will normally be generated if the following criteria are present:

<u>CRITERIA</u>	<u>R9 REMARK</u>
PIIN is non-DoD.	01
Kind of Contract Code is 2 from NAJ Record.	02
Special Tooling field on the MOCAS Provisions Data Record is S.	03
Call/Order entered with estimated and/or unidentified prices or schedules.	06
FOB Origin Minimum Size Shipment contains an F and/or Guaranteed Maximum Shipping Weight/Dimensions contains a G on the MOCAS Provisions Data Record.	13
Type of Contract Code is R, S, T, U, <b>or V</b> .	16
Type of Contract Code is A <b>or L</b> .	18
Appropriation Fund equals 8242 and/or Foreign Military Sales Requirement Indicator equals 1.	25
If the Purchase Order Production Surveillance Code Category is Subsequently changed to a 1 and 8242 funds are present.	
The Quantity Variance Over and/or Quantity Variance Under fields on the MOCAS Administrative Data Record and/or the Supply Line Item Data Record #2 contains data.	26
The first two positions of the Upper Tier PIIN in the R1 Remark are SB.	27
Type of Contract Code is R, S, T, U, <b>or V</b> .	29
Kind of Contract Code is 6 and/or Type of Contract Code is Y or Z.	40
Type of Contract Code is R, S, T, U, <b>or V</b> .	49



### 15.1.5 NON-CLIN/ELIN PAYMENT PROVISION CODES

<u>CODE</u>	<u>EXPLANATION</u>
A	Packaging/Handling.
B	Reusable Containers.
C	State and Local Taxes.
D	Royalty.
E	Minimum Guarantee.
H	Special Tooling.
J	Value Engineering.
K	Termination Charges.
L	Escalating Clause.
M	Price Redetermination.
T	Transportation Charges.
Z	Other Lump Sum Settlements (Non-CLIN).

### 15.1.6 DEPARTMENT CODES

<u>CODE</u>	<u>EXPLANATION</u>
A	Army.
C	DCA (Defense Communication Agency).
D	<b>DASA/DNA</b> (Defense Nuclear Agency).
E	DCP (Defense Civil Preparedness).
F	Air Force.
G	DMA (Defense Mapping Agency).
H	<b>USZA</b> /MDA (Misc Defense Activity).
M	Marine Corps.
N	Navy.
O	Other.
P	NASA.
S	DLA/ <b>SPO</b> .
<b>T</b>	<b>DECA</b> .
<b>W</b>	<b>HQ/SDI</b> .

### 15.1.7 TYPE OF CONTRACTOR CODES

<u>CODE</u>	<u>EXPLANATION</u>
A	<b><i>Small Disadvantaged Business (performing in U.S.)</i></b> Any domestic firm which does not meet the size standards set by the Small and Disadvantaged Business Administration(see <b>DFAR 219.001</b> ).
B	<b><i>Other Small Business (performing in U.S.)</i></b> <b><i>Any business concern in the U.S. and possessions meeting the criteria established in FAR 19.001.</i></b>
C	<b><i>Large Business (performing in U.S.)</i></b> <b><i>Any domestic large business whose contractual performance is within the U.S. and its outlying areas.</i></b>

<u>CODE</u>	<u>EXPLANATION</u>	
<i>D</i>	<i>JWOD Participating Nonprofit Agencies</i>	<i>An organization that is a workshop for the blind and severely handicapped as defined in FAR 8.701 and the place of contractual performance is in the U.S. and outlying areas.</i>
<i>F</i>	<i>Hospital</i>	<i>This is an institution that is a hospital and the place of contractual performance is within the U.S. and its outlying areas.</i>
<i>L</i>	<i>Foreign Concern/Entity</i>	<i>Any business concern outside the United States and its possessions.</i>
<i>M</i>	<i>Domestic Firm Performing Work Outside U.S.</i>	<i>A domestic business concern or a domestic nonprofit institution whose place of contractual performance is outside the U.S. and its outlying areas.</i>
<i>U</i>	<i>Historically Black Colleges and Universities or Minority Institutions (HBCU/MI)</i>	<i>This is an institution as defined in DFAR 252.226.7000 and the place of contractual performance is within the US or its possessions.</i>
<i>V</i>	<i>Other Educational</i>	<i>An educational institution other than HBCU/MI and the place of contractual performance is within the US and its Outlying Areas.</i>
<i>Z</i>	<i>Other Nonprofit</i>	<i>Any institution (other than JWOD) not organized for profit.</i>

#### 15.1.8 KIND OF CONTRACT CODES

<u>CODE</u>	<u>EXPLANATION</u>
1	Supply Contract and Price Orders.
2	Research and Development Contracts.
3	System Acquisition Contracts.
5	Maintenance Contracts.
6	Service Contracts.
7	Facilities Contracts.
8	Undefinitized Letter Contracts.
9	Unpriced Orders against BOA.
0	Other.

### 15.1.9 TYPE OF CONTRACT CODES

<u>CODE</u>	<u>EXPLANATION</u>
<i>A</i>	<i>Fixed price redetermination.</i>
<i>J</i>	<i>Firm fixed price.</i>
<i>K</i>	<i>Fixed price W/ECON PRC ADJ.</i>
<i>L</i>	<i>Fixed price incentive.</i>
<i>R</i>	<i>Cost-Plus-Award fee.</i>
<i>S</i>	<i>Cost type.</i>
<i>T</i>	<i>Cost sharing type.</i>
<i>U</i>	<i>Cost-Plus-Fixed fee.</i>
<i>V</i>	<i>Cost-Plus incentive fee.</i>
<i>Y</i>	<i>Time and materials.</i>
<i>Z</i>	Labor hour.
Blank	No cost.

### 15.1.10 SERVICE CODES

<u>CODE</u>	<u>EXPLANATION</u>
1	Army Appropriation.
2	Air Force Appropriation.
3	OSD Appropriation (includes DLA).
4	Navy Appropriation.
5	Army Appropriation - Paid in Canadian Funds.
6	Air Force Appropriation - Paid in Canadian Funds.
7	OSD Appropriation (including DLA) - Paid in Canadian Funds.
8	Navy Appropriation - Paid in Canadian Funds.

### 15.1.11 CONTRACT ADMINISTRATION REPORTING (CAR) SECTION NUMBER CODES

<u>SECTION NUMBER</u>	<u>EXPLANATION</u>
1	Active Contracts  a. In CAR part A, on which Acceptance of Supplies, Performance of Services, or work statement requirements are not complete;  b. In CAR part B, Contracts on which Acceptance is not complete;  c. In CAR part C, contracts on which Performance of Delegated Assignment is not completed.
2	Physically Completed Contracts  a. In CAR part A, contracts on which Supplies and Services are completed and accepted, but Contract Administration Action is still required for closure;

<u>SECTION NUMBER</u>	<u>EXPLANATION</u>
	<p>b. In CAR part B, contracts on which Acceptance is complete, but final invoice has not been paid;</p> <p>c. In CAR part C, there is no section 2.</p>
3	<p>Dormant Contracts - CAR Part A only</p> <p>a. Contracts on which one of the following is pending: Complete Termination, Partial Termination (if Non-terminated portion of contract is physically complete), public law claim, disputes before board of contract appeals, determination involving labor law, investigation by OSI and FBI, litigation including tax matters, final disposition of contracts terminated for default and contingent value engineering payments;</p> <p>b. The above definition covers each contract which is specifically listed in the litigation, Armed Services Board of Contracts Appeals (ASBCA), but not those which may be affected by the action. However, contracts which may be affected by Litigation, ASBCA, held by the same contractor or, in some cases, a different contractor (prime-subrelationship, precedence involved) may be transferred to section 3 after file Contract Administration element.</p>
4	<p>Payment Adjustment</p> <p>a. In CAR part A, contracts on which the only remaining actions for closure are the responsibility of the Finance Office. Note: All contracts in this section will have a DD Form 1594, Contract Completion Statement executed by the ACO, except canceled purchase orders and contracts being transferred to another DCMD for administration and those contracts not previously ACO assigned;</p> <p>b. In CAR part B, contracts on which remaining actions are payment adjustments;</p> <p>c. No section 4 in CAR part C.</p>
5	<p>Closed Contracts</p> <p>a. In CAR parts A and B, contracts closed during the reporting period;</p> <p>b. In CAR part C, single assignments completed during the reporting period.</p>
8	<p>Computer assigned section number, at end-of-month processing, for all contracts that were assigned to CAR section 5 during the month.</p>

<u>SECTION NUMBER</u>	<u>EXPLANATION</u>
9	Computer assigned section number, at end of month processing, for all contracts that are section number 8. On a monthly basis the system reviews all section number 9 contracts to determine if the closed date is equal to or greater than six months old. If the closed date is greater, the contract and inventory level data will be elated from the data base.

#### **15.1.12 ASSIGNMENT CODES**

<u>CODE</u>	<u>EXPLANATION</u>
G	Disbursement Only.
P	Primary Administration.
S	Support Administration of Prime Contracts.
T	Support Administration for Subcontracting.

#### **15.1.13 CONTRACT ADMINISTRATION REPORTING PART NUMBER CODES**

<u>CODE</u>	<u>EXPLANATION</u>
A	CAR part A.
B	CAR part B.
C	CAR part C.

#### **15.1.14 VALUE ENGINEERING CLAUSE CODES**

<u>CODE</u>	<u>EXPLANATION</u>
V	Contract includes VE incentive clause.
Y	Contract includes VE program or both incentive and program clauses.
Blank	Contract does not contain VE clause.

#### **15.1.15 HARD COPY INDICATOR CODES**

<u>CODE</u>	<u>EXPLANATION</u>
A	Awaiting Hard Copy.
R	Hard Copy Received.

#### **15.1.16 DEFENSE MATERIEL SYSTEM RATING**

<u>CODE</u>	<u>EXPLANATION</u>
DO	Defense order.
DX	Defense expedite.
9_	More than one rating applies to contract.
N_	No DMS rating has been assigned.

# 15.1.17 DEFENSE MATERIEL SYSTEM RATING (PROGRAM IDENTIFICATION) CODES

<u>CODE</u>	<u>EXPLANATION</u>
A1	Aircraft.
A2	Missiles.
A3	Ships.
A4	Tank-automotive.
A5	Weapons.
A6	Ammunition.
A7	Electronic and communications equipment.
B1	Military building supplies.
B8	Production equipment (for defense contractor's account).
B9	Production equipment (Government-Owned).
C3	Maintenance, Repair and Operating Supplies (MRO) for Department of Defense facilities.
C8	Controlled materiels for Defense Industrial Supply Center (DISC).
C9	Miscellaneous.
E1	Construction.
E2	Operations - Including Maintenance, Repair and Operating Supplies (MRO).
E3	Privately owned facilities.
B5	Certain self-authorizing consumers.
C4	Certain munitions items purchased by friendly foreign governments through domestic commercial channels for export.
C5	Canadian military programs.
C6	Certain direct defense needs of friendly foreign governments other than Canada.
D1	Controlled materials procedures.
D2	Approved state and local Civil Defense programs.
D3	Further converters (steel).
D4	Private domestic production.
D5	Private domestic construction.
D6	Canadian production and construction.
D7	Friendly foreign nations (other than Canada) production and Construction.
D8	Distributors of controlled materiels.
D9	Maintenance, Repair and Operating Supplies (MRO).
E4	Canadian atomic energy program.
K1	General Services Administration's supply distribution facility program.
AM	Aluminum controlled materials.
FC	Further converters (steel and nickel alloys).

### 15.1.18 PRODUCTION SURVEILLANCE CODES

<u>CODE</u>	<u>CONTRACT RATING</u>	<u>CRITICALITY DESIGNATOR (CD)*</u>	<u>CONDITIONS</u>	<u>ADDITIONAL REMARKS</u>
1	N/A	N/A	N/A	Surveillance Category 1. Contract assigned by the Production/ Engineering supervisor to an Industrial Specialist (IS)/ Engineer (ENG) for onsite surveillance.
2	DX	A (No DD 1716 is required if not CD A.)	All con- tracts, deli- very orders and purchase orders.	Surveillance Category 2. Contract assigned to a Production Control Clerk(PCC) for clerical management involving ADP products, predelivery
2	DO	A, B and C*	All contracts and delivery orders.	inquiries and occasional IS/ENG assistance.DCASPRO administered con- tracts remain as
2	DO	A and B	Unilateral purchase orders.**	Surveillance Category 2 whether or not assigned to ISs/ENGs.
3	DO	C*	Unilateral purchase orders.**	Surveillance Category 3. Contract assigned to the Production Control using ADP Desk (PCD)/Production Control Clerk (PCC) for clerical management products, post- delivery inquiries and IS/ENG assistance by exception.
4	N/A	N/A	N/A	(Reserved)

<u>CODE</u>	<u>CONTRACT RATING</u>	<u>CRITICALITY DESIGNATOR (CD) *</u>	<u>CONDITIONS</u>	<u>ADDITIONAL REMARKS</u>
5	N/A	N/A	N/A	Production Code 5. Basic Ordering Agreements(BOAs), Blanket Purchase Agreements (BPAs) and Indefinite Delivery Contracts which contain no delivery requirement for hardware or software(data).
6	N/A	N/A	N/A	Production Code 6. surveillance on a Contracts/ subcontracts received for production supporting administration delegation including NASA and DOE. Also, DOE contracts for prime administration.
7	N/A	N/A	N/A	Facilities contract.
8	N/A	N/A	N/A	Facilities Lease Agreements. These contracts are identified by an " in the ninth digit position of the PI.



<u>CODE</u>	<u>CONTRACT RATING</u>	<u>CRITICALITY DESIGNATOR (CD)*</u>	<u>CONDITIONS</u>	<u>ADDITIONAL REMARKS</u>
9	N/A	N/A	N/A	Other than Codes 1 through 8. Includes contracts received for prime administration closeout only and support assigned contracts excluding those requiring production surveillance.

\*Contracts having no CD are assumed to be CD C.

\*\*Unilateral Purchase Order is defined as:

- a. An order placed via DD Form 1155, and
- b. The contractor has not signed the reverse side of the DD Form 1155 (signature makes it bilateral), and
- c. The letter M, P, V, or W appears in the ninth digit position of the PIIN, and
- d. Block 16 of DD Form 1155 is checked as applicable, and
- e. Only the General Provisions apply.

### **15.1.19 SECURITY CLASSIFICATION CODES**

<u>CODE</u>	<u>EXPLANATION</u>
C	Classified contract.
U	Unclassified contract.

### **15.1.20 UNILATERAL INDICATOR CODES**

<u>CODE</u>	<u>EXPLANATION</u>
U	Unilateral Contract.
Blank	Bilateral Contract.

### **15.1.21 FUNCTIONAL LIMITATION CODES**

<u>CODE</u>	<u>EXPLANATION</u>
Blank	Full Administration, No Limitations.
1	Quality Assurance.
2	Production.
3	Payment.
4	Property.
5	Transportation.
6	ACO Action Required.

### 15.1.22 RECORD 2 REASON CODES

<u>CODE</u>	<u>EXPLANATION</u>
A	Contractor has not submitted Final Invoice/Voucher.
B	Final Acceptance not received.
C	Contractor has not submitted Patent/Royalty Report.
D	Patent/Royalty Clearance required.
E	Contractor has submitted proposal for Final Price Redetermination.
F	Supplemental Agreement covering Final Price Redetermination required.
G	Settlement of Subcontracts Pending.
H	Final Audits in Process.
J	Disallowed Cost Pending.
K	Final Audit of Government Property Pending.
L	Independent Research and Development Rates Pending.
M	Negotiation of Overhead Rates Pending.
N	Additional Funds Required but not yet received.
P	Reconciliation with Paying Office and Contractor being accomplished.
Q	Armed Services Board of Contract Appeals Case.
R	Public Law 85-804 Case.
S	Litigation/Investigation Pending.
T	Termination In Process.
U	Warranty Clause Action Pending.
V	Disposition of Government Property Pending.
W	Contract Modification Code X Pending.
X	Contract Release and Assignment Pending
Y	Awaiting Notice of Final Payment.
Z	Disposition of Classified Material Pending.
1	Reserved.
2	Reserved.
3	Reserved.
4	Reserved.
5	Reserved.
6	Fee Withheld. (Fee is being withheld because a question about the fee must be resolved before final payment can be made and the contract can be closed.)
7	Awaiting Removal of Excess Funds.
8	Reserved.
9	Reserved.

### 15.1.23 INSPECTION/ACCEPTANCE F.O.B. CODES

<u>CODE</u>	<u>EXPLANATION</u>
1	Inspection and acceptance at source (origin of contractor's plant).
2	Inspection and acceptance at destination (CONUS).
3	Inspection at source, acceptance at destination (CONUS).
4	Certificate of Conformance.
5	Fast pay procedure.
B	Inspection and acceptance at destination - port (water or air).
D	Inspection at destination, acceptance at source.
K	Inspection and acceptance at destination - overseas.

<u>CODE</u>	<u>EXPLANATION</u>
C	Inspection at source, acceptance at destination - port (water or air).
L	Inspection at source, acceptance at destination - overseas.
N	No inspection and acceptance provisions - applicable to facilities contracts, lease agreements, and most contracts assigned for support administration.
6	Combination of foregoing - i.e., item 1 of contract is accepted at destination and item 2 is accepted at source. When a first article approval of the first article acceptance, the code will then be changed to the proper code.
7	Letter of transmittal.
8	Inspection and acceptance specified elsewhere.
9	Payment based on other than DD Form 250/1155.

## **15.1.24 STATE AND TERRITORY CODES**

<u>CODE</u>	<u>EXPLANATION</u>
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MS	Minnesota
MO	Missouri
MT	Montana
NB	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania

<u>CODE</u>	<u>EXPLANATION</u>
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming
CZ	Canal Zone
VI	Virgin Islands
GU	Guam
CAN	Canada

### 15.1.25 REASON FOR DELAY CODES FOR R8 REMARKS

a. First Position of Reason for Delay Code. A one position field used to identify the Agent causing a delay in contract completion.

<u>CODE</u>	<u>EXPLANATION</u>
G	Government
K	Contractor
U	Unknown

b. Second and Third Position - Basic Reason for Delay followed by Modifier to Reason for Delay.

<u>CODE</u>	<u>EXPLANATION</u>
A1	Design and engineering problem, ECP/VECP action pending.
A2	Design and engineering problem, part number feasibility being studied.
A3	Design and engineering problem, method interchangeability being studied.
A4	Design and engineering problem, software development.
A5	Design and engineering problem, software integration.
A6	Design and engineering problem, hardware integration.
A7	Design and engineering problem, software redesign required.
A8	Design and engineering problem, mechanical redesign required.
A9	Design and engineering problem, electrical redesign required.
B1	Specifications, drawings, or technical data, submitted late.
B2	Specifications, drawings, or technical data, approved late.
B3	Specifications, drawings, or technical data, inadequate.
B4	Specifications, drawings, or technical data, defective.
B5	Specifications, drawings, or technical data, change request for deviations.

<u>CODE</u>	<u>EXPLANATION</u>
B6	Specifications, drawings, or technical data, change request for waiver.
B7	Specifications not received by contractor.
B8	Drawings not received by contractor.
B9	Obsolete/incorrect drawings or specifications.
C1	Production facility, inadequate space/physical layout.
C2	Production facility, inadequate equipment.
C3	Production facility, inadequate equipment capacity.
C4	Production facility, safety violation.
C5	Production facility, health violation.
D1	Special tooling or test equipment contractor provided, requested late.
D2	Special tooling or test equipment contractor provided, received late.
D3	Special tooling or test equipment manufactured in-house late.
D4	Special tooling or test equipment contractor provided, inadequate.
D5	Special tooling or test equipment contractor provided, defective.
D6	Special tooling or test equipment contractor provided, not available.
E1	Production - tooling breakdown.
E2	Production - machinery breakdown.
E3	Production - unsatisfactory quality/rework required.
E4	Production - items rejected by QAR.
E5	Production process inadequate.
E6	Production scheduling deficiencies.
E7	Production - shop overload.
E8	Production - items scrappend/remanufacture required.
F1	Manpower problem, insufficient skilled personnel.
F2	Manpower problem, inexperienced skilled personnel.
F3	Manpower problem, loss of key management personnel.
F4	Manpower problem, production unit understaffed.
G1	Planning, unrealistic delivery schedule.
G2	Planning, untimely purchasing practices.
G3	Planning, inadequate purchasing practices.
G4	Planning, vendor selection inadequate.
G5	Planning, vendor followup inadequate.
G6	Planning, submitted items to packagers late.
G7	Production plan inadequate.
G8	Production plan not followed.
H1	GFM/GFP requested late.
H2	GFM/GFP supplied late.
H3	GFM/GFP inadequate.
H4	GFM/GFP defective.
H5	GFM/GFP uneconomically repairable.
H6	Government installation site unavailable.
J1	First article, prototype, lot sample, or test data submitted late.
J2	First article, prototype, lot sample, or test data approved late.
J3	First article, prototype, lot sample, or test data rejected by the Government.

<u>CODE</u>	<u>EXPLANATION</u>
J4	First article, prototype, lot sample, or test data awaiting Government disposition.
K1	Financial problem, filed under chapter 11.
K2	Financial problem, withdrawal of financial backing.
K3	Financial problem, inadequate cash flow.
K4	Financial problem, vendor(s) not paid.
L1	Vendor/subcontractor problem, shop overload.
L2	Vendor/subcontractor problem, materiel furnished rejected.
L3	Vendor/subcontractor problem, basic materiel shortage.
L4	Vendor/subcontractor problem, tooling breakdown.
L5	Vendor/subcontractor problem, equipment breakdown.
L6	Vendor/subcontractor problem, scheduling deficiencies.
M0	Reserved for internal Service/Agency use. (DLA uses this code to identify requests for acceleration of delivery.)
M1	Contract modification/amendments, in process.
M2	Contract modification/amendments, not received by contractor.
M3	Contract modification/amendments, contractual requirements not definitized.
M4	Contract modification/amendments, requested by contractor.
M5	Termination/cancellation pending.
M6	Contractual delivery date not in conformance with bid proposal.
M7	Contractor misinterpreted contract requirements.
M8	Contractual clarification required - DD Form 1716, Contract Data Package Recommendation/Deficiency Report, pending.
N1	Priority problem, prior receipt of DX rated contract at contractor.
N2	Priority problem, prior receipt of DX rated purchase order/subcontract at vendor/subcontractor.
N3	Priority problem, prior receipt of DO rated contract at contractor.
N4	Priority problem, prior receipt of DO rated purchase order/subcontract at vendor/subcontractor.
N5	Priority problem accomplished production out of schedule sequence of readiness/acceleration request.
P1	Natural disaster, fire.
P2	Natural disaster, flood.
P3	Natural disaster, extreme weather.
P4	Natural disaster, earthquake.
Q1	Strike, prime contractor.
Q2	Strike, subcontractor.
Q3	Strike, supplier.
Q4	Strike, carrier.
Q5	Strike, other.
T1	Transportation problem, GBL not requested.
T2	Transportation problem, GBL requested late.
T3	Transportation problem, GBL received late.
T4	Transportation problem, carrier deficiencies.
T5	Transportation problem, shipping instructions not requested.
T6	Transportation problem, shipping instructions requested late.
T7	Transportation problem, shipping instructions not received.
T8	Transportation problem, TCN not requested.

<u>CODE</u>	<u>EXPLANATION</u>
T9	Transportation problem, TCN received/requested late.
U0	Unknown/not identified.
V1	Energy Shortage, natural gas.
V2	Energy Shortage, electricity.
V3	Energy Shortage, coal.
V4	Energy Shortage, gasoline.
V5	Energy Shortage, fuel oil (all types).
V6	Energy Shortage, liquified gas (all types).
W1	Delivery documentation, shipped without source inspection or acceptance.
W2	Delivery documentation, shipped without DD Form 250.
W3	Delivery documentation, DD Form 250 prepared incorrectly.
W4	Delivery documentation, unsigned DD Form 250 for destination acceptance items not sent to CAO
W5	Delivery documentation, shipped without certificate of conformance.

### **15.1.26 FACILITY TYPE CODES**

<u>CODE</u>	<u>EXPLANATION</u>
R	Resident.
N	Nonresident.

### **15.1.27 CRITICALITY DESIGNATOR CODES**

<u>CODE</u>	<u>EXPLANATION</u>
A	DX-rated contracts, contracts under a DoD or Service-directed critical program; contracts negotiated under public exigency, or small purchases otherwise meeting the requirements of public exigency.
B	If not designator A, contracts for items required to maintain a Government or contractor production or repair line.
C	All contracts other than designator A and B.

### **15.1.28 INSPECTION/ACCEPTANCE CODES**

<u>CODE</u>	<u>EXPLANATION</u>
SS	Source inspection, source acceptance.
DD	Destination inspection, destination acceptance.
SD	Source inspection, destination acceptance.
DS	Destination inspection, source acceptance.
LT	Letter of transmittal only.
NO	No inspection/acceptance required.
ZZ	Inspection/acceptance required, specified elsewhere.
ND	Fast pay. No inspection/acceptance required for payment.
CC	Contract specifically authorizes payment on a properly executed Certificate of Conformance (COC) for other than Air Force contracts.
OT	Contract stipulates payment is based on certification of voucher, invoice, etc., other than DD Form 250/1155.
OC	Air Force contracts with Certificate of Conformance.

## 15.1.29 KIND OF MODIFICATION CODES

<u>CODE</u>	<u>EXPLANATION</u>
A	Change Order including exercise of Unpriced Options (requires Code G definitization).
B	Change Order/Funding Action/Administration Change (definitizations not required).
C	Supplemental Agreement including no Cost Partial Termination Settlement (does not require further definitization).
D	Transfer of contract between purchasing activities.
E	Transfer of contract between administering activities.
F	Correction of hard copy error.
G	Supplemental Agreement (definitizes Code A document).
H	Definitized Provisioned Item Order (PIO). (A one step PIO does not definitize a previous PIO.)
I	Refund or recoupment resulting from a Spare Parts Acquisition initiative (does not require further definitization).
J	Work Order/Task Order (requires Code Z definitization).
K	Unpriced order Definitization (definitizes an Unpriced Order, which is a Kind of Contract Code 9 document).
L	Letter Contract Definitization (definitizes a Letter Contract, which is either a Kind of Contract Code 8 document or a Special Kind of Modification Code W document).MReserved for internal Service/Agency use (Army uses this code to identify the complete cancellation of a purchase order which is administered in hour and on which no deliveries have been made).
N	Excise of Priced Option (definitization not required).
O	Lease Adjustment (modification to facility contract).
P	Partial Termination for Convenience (requires Code U definitization).
Q	Partial Termination for Default (requires Code U definitization).
R	Obligation adjustment after physical completion of contract.
S	Provisioned Item Order (requires Code V definitization).
T	Complete Termination for Convenience (requires Code U definitization).
U	Termination Settlement (definitizes Code P, O, T, and X documents).
V	Provisioned Item Order (definitizes Code S document, partial or total).
W	Letter Contract Modification (requires Code L definitization).
X	Complete Termination for Default (requires Code U definitization).
Y	Excess Funds Removal (decommit and deobligate, due to partial or complete termination).
Z	Work and Task Order Definitization (definitizes Code J document).
<b>2</b>	<b><i>Complete Termination for Default (T/D) (definitization not required).</i></b>



### 15.1.30 APPROPRIATIONS AND RELATED FUND CODES

The appropriations and related fund codes are revised and updated at the beginning of the fiscal year by DLA-CFF and forwarded to the comptrollers' office. Sufficient copies of this listing should be made by each DCMD and provided as an appendix to this manual.

### 15.1.31 SUPPLEMENTAL ACCOUNTING CLASSIFICATION

This field consists of 36 positions and is defined for each Service as follows:

<u>POSITION</u>	<u>DEFINITION</u>
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ARMY

1	Program Year
2-3	General Operating Agency Code
4-7	Allotment Serial
8-14	Program Element/Budget Project
15-18	Element of Expense/Object Class
19-20	Country Code
21-26	Fiscal Station Number
27	PRON Fiscal Year
28-32	PRON Serial
33-36	Reserved

NAVY

1-3	Object Class
4-8	Bureau Control Number
9	Suballotment/Operating Budget Subdivision
10-15	Authorization Accounting Activity
16-17	Transaction Type
18-23	Property Accounting
24-35	Cost Code
36	Reserved

AIR FORCE

1-2	Fund Code
3	Program Year
4-5	Operating Agency Code
6-7	Allotment Serial Number
8-13	Budget Program Activity Code/Operating Budget Account Number
14-19	Materiel Program Code
20-24	Element of Expense/Investment code
25-30	Program Element
31-36	Accounting Station

DLA

1	Reserved
2-3	Allotment/Suballotment
4	Reserved
5-9	Program and Cost Account Number
10	Reserved
11-13	Object Class
14	Reserved
15-20	Fiscal Accounting Station Number
21-36	Reserved

**15.1.32 FOREIGN COUNTRY CODES**

<u>COUNTRY</u>	<u>CURRENT CODE</u>	<u>FORMER CODE</u>
Afghanistan	AF	
Albania	AL	
Algeria	AG	
American Samoa	AQ	
Andorra	AN	
Angola	AO	
Anguilla	AV	
Antarctica	AY	
Antigua	AC	
Argentina	AR	
Ashmore	Deleted	AW
Australia	AS	AT
Austria	AU	
Bahamas	BF	
Bahrain	BA	
Bangladesh	BG	BN
Barbados	BB	
Belguim	BE	
Belize	BH	
Benin	DM	None
Bermuda	BD	
Bhutan	BT	
Bolivia	BL	
Botswana	BC	
Bouvetoya (formerly Bouvet Islands)	BV	
Brazil	BR	
British Indian Ocean Territory	IO	
British Virgin Islands	VI	
Brunei	BX	
Bulgaria	BU	
Burma	BM	
Burundi	BY	
Cambodia	CB	
Cameroon	CM	
Canada	CA	
Canal Zone	PQ	
Canton and Enderbury Islands	EQ	
Cape Verde, Republic of (formerly Cape Verde Islands)	CV	

<u>COUNTRY</u>	<u>CURRENT CODE</u>	<u>FORMER CODE</u>
Cayman Islands	CJ	
Central African Republic	CT	
Central and Southern Line Islands	Deleted	CL
Chad	CD	
Chile	CI	
China (formerly China, Peoples Republic of)	CH	
China (Taiwan) (formerly China, Republic of)	TW	
Christmas Island	KT	
Cocos (Keeling) Islands (formerly Cocos Islands (Indian Ocean))	CK	
Colombia	CO	
Comoro (formerly Comoro Islands)	CN	CP
Congo (Brazzaville)	CF	
Cook Islands	CW	
Coral Sea Islands Territory	Deleted	CR
Costa Rica	CS	
Cuba	CU	
Cyprus	CY	
Czechoslovakia	CZ	
Dahomey	Deleted	DA
Denmark	DA	DE
Dominica	DO	
Dominican Republic	DR	
Ecuador	EC	
Egypt	EG	
El Salvador	ES	
Equatorial Guinea	EK	
Ethiopia	ET	
Faeroe Islands	FO	
Falkland Islands (Isles Malvinas)	FA	
Fiji	FJ	
Finland	FI	
France	FR	
French Guiana	FG	
French Polynesia	FP	
French Southern and Antarctic Lands	FS	
French Territory of Afars and Issas	FT	
Gadon	GB	
Gambia, The	GA	
Gaza Strip	GZ	
Germany, Berlin	BZ	WB
Germany, Federal Republic of	GE	GY
German Democratic Republic (formerly Germany, Soviet Zn of)	GC	
Ghana	GH	
Gibraltar	GI	
Gilbert and Ellice Islands	Deleted	GN
Gilbert Islands	GS	None
Greece	GR	
Greenland	GL	
Grenada	GJ	
Guadeloupe	GP	
Guam	GQ	
Guatemala	GT	

<u>COUNTRY</u>	<u>CURRENT CODE</u>	<u>FORMER CODE</u>
Guinea	GV	
Guinea - Bissau (formerly Portuguese Guinea)	PU	
Guyana	GY	BG
Haiti	HA	
Heard Island and McDonald Islands	HM	
Honduras	HO	
Hong Kong	HK	
Hungary	HU	
Iceland	IC	IL
India	IN	
Indochina	Deleted	IC
Indonesia	ID	
Iran	IR	
Iraq	IZ	
Iraq - Saudi Arabia Neutral Zone	IY	
Ireland	EI	
Israel	IS	
Israel Jordan Demilitarized Zones	Deleted	IW
Israel Syria Demilitarized Zones	Deleted	IU
Italy	IT	
Ivory Coast	IV	
Jamaica	JM	
Jan Mayen (see Svalbard and Jan Meyen)	Deleted	JN
Japan	JA	
Johnston Atoll	JQ	
Jordan	JO	
Kenya	KE	
Korea, Democratic Peoples Republic of (formerly Korea, North)	KN	
Korea, Republic of	KS	
Kuwait	KU	
Laos	LA	
Lebanon	LE	
Lesotho	LT	
Liberia	LI	
Libya	LY	
Liechtenstein	LS	
Luxembourg	LU	LX
Macao	MC	
Madagascar (formerly Malagasy Republic)	MA	
Malawi	MI	
Malaysia	MY	MF
Maldives	MV	
Mali	ML	RM
Malta	MT	
Martinique	MB	
Mauritania	MR	
Mauritius	MP	
Mexico	MX	
Midway Islands	MQ	
Monaco	MN	
Mongolia	MG	
Montserrat	MH	
Morocco	MO	

<u>COUNTRY</u>	<u>CURRENT CODE</u>	<u>FORMER CODE</u>
Mozamabique	MZ	
Mauru	NR	
Navassa Islands	BQ	None
Nepal	NP	
Netherlands	NL	NE
Netherlands Antilles	NA	
New Caledonia	NC	
New Hebrides	NH	
New Zealand	NZ	
Nicaragua	NU	
Niger	NG	NK
Nigeria	NI	
Niue	NE	NJ
Norfolk Island	NF	
Norway	NO	
Oman	MU	
Pakistan	PK	
Panama	PN	
Papua New Guinea	PP	
Paracel Islands	PF	
Paraguay	PA	
Peru	PE	
Philippines	RP	PI
Pitcairn	PC	
Poland	PL	
Portugal	PO	PT
Portuguese Timor	Deleted	PW
Puerto Rico	RQ	
Qatar	QA	
Reunion	RE	
Romania	RO	
Rwanda	RW	
St. Christopher-Nevis - Anguilla	SC	
St. Helena	SH	
St. Lucia	ST	
St. Pierre and Miquelon	SB	
St. Vincent	VC	
San Marino	SM	
Sao Tome and Principe	TP	
Saudi Arabia	SA	SR
Saudi Arabia National Guard	SI	
Senegal	SG	
Seychelles	SE	
Sierra Leone	SL	
Sikkim	Deleted	SK
Singapore	SN	
Solomon Islands (formerly British Solomon Islands)	BP	
Somalia	SO	
South Africa	SF	UA
South-West Africa	WA	
Southern Rhodesia	RH	
Spain	SP	
Spanish Sahara	Deleted	SS
Spanish Territory of Northern Morocco	Deleted	ME

<u>COUNTRY</u>	<u>CURRENT CODE</u>	<u>FORMER CODE</u>
Spratly Islands	PG	
Sri Lanka (Ceylon)	CE	
Sudan	SU	
Surinam	NS	
Svalbard (see Svalbard and Jan Meyen)	Deleted	SV
Svalbard and Jan Meyen	JS	
Swaziland	WZ	
Sweden	SW	
Switzerland	SZ	
Syria	SY	
Tanzania, United Republic of (formerly Tanzania)	TZ	
Thailand	TM	
Togo	TO	
Tokelau Islands	TL	
Tonga	TN	
Trinidad and Tobago	TD	
Trust Territory of the Pacific Islands	TQ	
Tunisia	TS	TU
Turkey	TU	
Turks and Caicos Islands	TK	TM
Tuvalu	TV	None
Uganda	UG	
Union of Soviet Socialist Republics (formerly Soviet Union)	UR	
Unit Arab Emirates	TC	
United Kingdom	UK	
United States	US	
United States Misc. Pacific Islands	IQ	IF
Upper Volta	UV	
Uruguay	UY	
Vatican City	VT	
Venezuela	VE	
Vietnam	VM	VN
Vietnam, Republic of	Deleted	VS
Virgin Islands of the US (formerly Virgin Islands)	VQ	
Wake Islands	WQ	
Wallis and Futuna	WF	
Western Sahara	WH	None
Western Samoa	WS	
Yemen (Sana) (formerly Yemen Arab Republic)	YE	
Yemen (Aden) (formerly Yemen Peoples Democratic Republic of)	YS	
Yugoslavia	YO	YU
Zaire	CG	
Zambia	ZA	

### 15.1.33 A/A/A CERTIFICATION CODES

<u>CODE</u>	<u>EXPLANATION</u>
Blank	AFO, AUDTR, or ACO approval is not required.
A	Approval of invoice by AFO.
B	Approval of Invoice by auditor
C	Certification of ACO is required.
E	PCO approval required.
F	TCO certification required.
G	Contractor certification of precision components required (unless type contract IK was initially input).
H	USDA certification required.

### 15.1.34 MANDATORY REVIEW CODES

<u>CODE</u>	<u>EXPLANATION</u>
Blank	Mandatory review is not required.
3	Contract involves GFM.
4	Textile contracts.
5	Steel contracts.
6	Lumber contracts.
9	Other (for local use as required).
0	Contract involves GFP.

### 15.1.35 LIQUIDATED DAMAGES CHARGES AUTHORIZED

a. This clause states that if the contractor fails to deliver the supplies or services within the specified time:

(1) The contractor becomes liable to the Government for payment of a specified sum of monies per each calendar day of delay, and

(2) The Government may terminate the contract in whole or in part, and

(3) The contractor will become liable to the Government for an additional sum of monies until such time as the Government may reasonably obtain delivery or performance of similar supplies or services.

The Liquidated Damages Provisions may apply to the entire contract or individual line items.

b. For Contract Level Entry

<u>CODE</u>	<u>EXPLANATION</u>
Blank	Liquidated Damages Clause is not applicable to all contract line items.
A	Liquidated Damages Clause applies to every line item of contract.

c. For contract Line Item Level

<u>CODE</u>	<u>EXPLANATION</u>
Blank	Liquidated Damages Clause is not applicable to specific contract line, or may apply to all contract line items.
A	Liquidated Damages Clause is applicable to specific contract line.

### 15.1.36 PATENTS AND ROYALTY CODES

<u>CODE</u>	<u>EXPLANATION</u>
T	Technical data.
W	Technical data plus patents.
Y	Technical data plus royalty and patents.
V	Technical data plus royalty.
G	Patents only.
R	Royalty only.
B	Patents/royalties.

### 15.1.37 INTERNATIONAL BALANCE OF PAYMENTS (IBOP) SUPPLEMENTAL CATEGORY CODES

<u>CODE</u>	<u>WHEN THE TRANSACTION IS</u>	<u>AND IS FOR</u>
A	A payment to U.S. personnel abroad.	Net pay, allowances, per diem or reimbursement for travel expenses.
B	A payment to U.S. personnel NOT stationed abroad.	Reimbursement for travel expenses abroad.
C	A payment to a U.S. Contractor or U.S. Supplier.	U.S. end products.
D	A payment to a U.S. Contractor or U.S. Supplier.	U.S. services.
E	A payment to a U.S. Contractor or U.S. Supplier.	U.S. transportation.
F	A payment to a foreign contractor or supplier.	No U.S. end products, services, or transportation.
G	A payment to a foreign contractor or supplier.	U.S. end products.
H	A payment to a foreign contractor or supplier.	U.S. Services.
J	A payment to a foreign contractor or supplier.	U.S. transportation.
K	Receipt of cash from U.S. supplier.	A treasury check.
L	A payment to a foreign or U.S. supplier.	Ground POL.



<u>CODE</u>	<u>WHEN THE TRANSACTION IS</u>	<u>AND IS FOR</u>
M	A payment to the Commodity Credit Corporation.	Proceeds from the sale of commodities by the barter contractor deposited into limited depository bank account.
N	A payment to U.S. personnel.	That part of net pay mailed to the U.S. by the AFO.
P	Reserved.	
Q	A payment made by a foreign government to a U.S. contractor with counterpart funds.	Construction.
R	A payment made by a foreign government to a foreign contractor with counterpart funds.	Construction.
S	A payment made by a foreign government with counterpart funds.	Other than construction.
T	Local collections from foreign entities.	Material.
U	Local collections from foreign entities.	Services.
V	Local collections from foreign entities.	Transportation.
O	Other.	Others not listed.

### 15.1.38 UNITS OF MEASURE AND ISSUE

#### A

AMPOULE	AM
ASSEMBLY	AY
ASSORTMENT	AT

#### B

BAG	BG
BALE	BE
BALL	BA
BAR	BR
BARREL	BL
BASKET	BS
BLOCK	BC
BOARD FOOT	BF
BOLT	BO
BOOK	BK

BOTTLE	BT
BOX	BX
BRICK	BI
BRIQUET	BQ
BUNDLE	BD
BUSHEL	BU

C

CABINET	CA
CAKE	CK
CAN	CN
CAPSULE	CP
CARAT	KR
CARBOY	CB
CARTON	CT
CASE	CS
CASK	KS
CENTIGRAM	CG
CENTIMETER	CM
CHAIN	KK
CHEST	CH
COIL	CL
CONE	CE
CONTAINER	CO
CORD	KD
CRATE	CR
CUBIC CENTIMETER	CC
CUBIC FOOT	CF
CUBIC INCH	CI
CUBIC METER	CZ
CUBIC YARD	CD
CURIE	CU
CYLINDER	CY

D

DECAGRAM	DC
DECIMETER	DE
DECIGRAM	DG
DECILITER	DL
DECK	DK
DOZEN	DZ
DRAM	DM
DRUM	DR
DUFFLEBAG	DB

E

EACH	EA
ENGINE CONTAINER	EC
ENGINE CRADLE	ED
ENVELOPE	EN
EXPOSURE	EX

F

FLASH	FL
FOLD	FD
FOOT	FT
FOOTLOCKER	FK
FRAME	FR

G

GALLON	GL
GALLON IMPERIAL	GB
GRAIN	DN
GRAM	GM
GREAT GROSS	GG
GROSS	GR
GROUP	GP

H

HAMPER	HA
HANK	HK
HEAD	HE
HOGSHEAD	HH
HUNDRED	HD
HUNDRED FEET	HF
HUNDRED POUNDS	HP
HUNDRED SQUARE FEET	HS
HUNDRED WEIGHT	HW
HUNDRED YARDS	HY

I

INCH	IN
INGOT	IG

J

JAR	JR
JUG	JG

K

KEG	KE
KILOGRAM	KG
KILOMETER	KM
KIT	KT

L

LENGTH	LG
LINEAR FOOT	LF
LINEAR YARD	LY
LINK	LK
LITER	LI

LONG TON	LT
LOOSE (NOT PACKAGED)	LS
LOT	LO

M

METER	MR
MILE	MI
MILLIAMPERE	MA
MILLIGRAM	MG
MILLILITER	ML
MILLIMETER	MM

O

OUNCE	OZ
-------	----

P

PACK	PK
PACKAGE	PG
PAD	PD
PAIL	PL
PAIR	PR
PALLET	PP
PANEL	PN
PAPER	PA
PECK	PE
PELLET	PX
PENNYWEIGHT	DW
PIECE	PC
PILLOW	PI
PINT	PT
POUND	LB
PYRAMID	PY

Q

QUART	QT
QUART IMPERIAL	QI
QUIRE	QR

R

RATION	RA
REAM	RM
REEL	RL
RIBBON	RN
ROLL	RO
ROUND	RD

S

SACK	SA
SECTION	SC
SET	SE

SHEET	SH
SHORT TON	ST
SHOT	SO
SKEIN	SK
SKID	SD
SKID BOX	SB
SLEEVE	SV
SPOOL	SL
SUITCASE	SW
SQUARE	SQ
SQUARE FOOT	SF
SQUARE INCH	SI
SQUARE METER	SM
SQUARE YARD	SY
STACK	SS
STICK	SX
STRIP	SP

T

TABLET	TT
TAPE	TP
THOUSAND	MX
THOUSAND CUBIC FEET	MC
THOUSAND FEET	MF
THOUSAND ROUNDS	RX
TIN	TI
TON (2,000 LB)	TN
TROY OUNCE	TO
TRUNK	TK
TUB	TB
TUBE	TU

U

UNIT	UN
U.S.P. UNIT	US

V

VIAL	VI
VOLUME	VO

W

WAFER	WF
WEIGHT	WT
WRAP	WR

Y

YARD	YD
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### 15.1.39 RECORD 3 REASON CODES

<u>CODE</u>	<u>EXPLANATION</u>
BCA	Armed Services Board of Contract Appeals (ASBCA) Case.
TERM-C	Termination for Convenience.
PL	Public Law-Claim Pending (e.g., PL 85-804).
BKRPT	Bankruptcy.
CIL	Contractor in Litigation.
CLL	Under Investigation.
LLD	Labor Law Determination.
VE	Contingent Value Engineering Payment.
SORP	Settlement of Overhead Rates Pending.
<b>DEBT</b>	<b>Deferred Debt.</b>

### 15.1.40 TRANSACTION CODES

<u>CODE</u>	<u>EXPLANATION</u>
Blank	Basic Obligation.
D	Discount Record.
T	Transportation Charge Record.
Q	Quantity Variance.
R	Air Force Reimbursable.
W	Work-In-Progress.
L	Liquidated Damages.
A	Advance Payment.
M	Memo Entry.
P	Postage.

### 15.1.41 BASIC PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER STRUCTURE

#### ELEMENTS OF NUMBER

The basic PIIN should be retained unchanged for the life of the particular instrument and shall consist of 13 alphanumeric characters positioned as follows:

a. The first six positions shall commence with the capital letters assigned to the Department preparing the instrument as follows:

DA	Department of the Army
F	Department of the Air Force
DCA	Defense Communications Agency
N	Department of the Navy (except Marine Corps)
M	Marine Corps
DLA	Defense Logistics Agency
DNA	Defense Nuclear Agency
DMA	Defense Mapping Agency
DCPA	Defense Civil Preparedness Agency

The remainder of the first six positions shall be alphanumeric characters which, together with the Departmental identification shown above, identify the activity preparing the instrument. All six positions shall be used. If necessary, nonsignificant zeros shall be placed between the Department identifier and the activity identifier. A listing of applicable numbers are contained in DAR appendix N.

b. The seventh and eighth positions shall be the last two digits of the fiscal year in which the PIIN is assigned.

c. The ninth position shall be a capital letter assigned to indicate the type of instrument code, as follows:

- A Blanket Purchase Agreements.
- B Invitation for Bid.
- C Contracts, including Letter Contracts, contracts incorporating basic agreements, and contracts providing subsequent provisioning, but excluding Indefinite Delivery Type contracts.
- D Indefinite Delivery Type Contracts.
- E Facilities Contract.
- F Delivery orders placed with or through other Government departments or agencies or against contracts placed by such department or agencies (i.e., outside the Department of Defense and including blind-made Supplies).
- G Basic Ordering Agreements.
- H Agreements, including Basic Agreements.
- L Lease Agreement.
- M Purchase Order - manual (assign W when numbering capability of M becomes exhausted during a fiscal year).
- N Notice of Intent to Purchase.
- P Purchase Order - automated (assign V when numbering capability of P becomes exhausted during a fiscal year).
- Q Request for Quotation - manual.
- R Request for Proposal.
- S Sales Contract.
- T Request for Quotation - automated (assign U when numbering capability of T becomes exhausted during a fiscal year).

The letter X, Y, and Z are reserved for Departmental use.

d. The 10th through 13th positions shall be the serial number of the instrument. A separate series of serial numbers may be used for any type of instrument listed above. Each such series of PIIN for the same activity shall commence with the number 0001 at the start of each fiscal year. Alphanumeric serial numbers shall be used when more than 9,999 numbers are required. Alphanumeric numbers shall be serially assigned with an alpha in the first (or first and second) position followed by the three (or two) position numeric serial number. The following alphanumeric sequence shall be used, (the letters I and O shall not be used):

- (1) A001 through A999, B001 through B999, and so on to Z001 through Z999.
- (2) Then AA01 through AA99, AB01 through AB99, and so on to AZ01 through AZ99.
- (3) Then BA01 through BA99, BB01 through BB99, and so on the BZ01 through BZ99, and so on to

(4) ZA01 through ZA99, ZB01 through ZB99, and so on to ZZ01 through ZZ99.

#### ADMINISTRATIVE MATTERS

#### ILLUSTRATION OF NUMBER

The following illustrates the configuration of the PIIN.

```
-----  
D A B E 0 1   8 4   C   0 0 0 1  
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<u>POSITION</u>	<u>CONTENTS</u>
1-6	Identification of purchasing office_____
7-8	Last two digits of the fiscal year in which the PIIN is assigned_____
9	Type of Procurement Instrument Code_____
10-13	Four position serial number_____

#### SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERS

#### USES OF THE NUMBER

Supplementary numbers, used in conjunction with basic PIIN, shall be employed to identify:

- a. Amendments to solicitation documents.
- b. Modifications of contracts and agreements (Provisioned Item Orders will be treated and numbered as modifications).
- c. Calls/orders under contracts (except Federal Supply Schedule contracts), under Basic Ordering Agreements and under Blanket Purchase Agreements.

#### AMENDMENTS TO SOLICITATION DOCUMENTS

Amendments to each solicitation document shall be sequentially numbered by use of a four position numeric serial number supplementary to the basic PIIN, commencing with 0001.

#### MODIFICATIONS OF CONTRACTS AND AGREEMENTS

- a. Contract modifications, and modifications to agreements shall be numbered by use of a six position alphanumeric number supplementary to the 13-position basic PIIN as follows:



(1) The first position shall be a capital letter identifying the issuing office and the type of modification as indicated below:

A - Contract Administration Office modifications  
P - Purchasing Office modifications

(2) The second through sixth positions shall be a serial number. The second and third position may be alpha or numeric, except that the letters K, L, M, N, P, S, T, U, V, W, X, Y, and Z are excluded and reserved for the express purpose as follows:

(a) For a definitized letter contract the second position shall be a Z; in other words, the letter Z will be used only for that modification which represents the definitized contract. The serial numbers of modifications occurring after the definitization will continue the sequence in the manner provided in this paragraph, without the letter Z.

(b) Only the letter T, U, V, W, X, or Y may be used in the second position when a modification is issued providing initial shipping instructions or amending those shipping instructions previously issued, in those cases in which contract provides delivery F.O.B. origin and no price change is involved. Modifications shall be serially numbered by each issuing activity. The foregoing is not mandatory on purchase offices that issue and control all modifications.

(c) The letter S may only be used in the second position when a modification is issued providing initial or amended shipping instructions. In those cases in which the contract provides delivery F.O.B. destination or the modification shall be serially numbered.

(d) The letters K, L, M, N, P, and Q are reserved for the exclusive use of the Air Force only in the second position for a Provisioned Items Order. Provisioned Items Orders shall be serially numbered by each issuing activity.

(e) The fourth through sixth position shall be numeric. A separate series of serial numbers shall be used for each type modification listed in subparagraphs (b), (c) and (d) above. The modifications issued by an activity for a contract shall be numbered as set forth below:

<u>NORMAL MODIFICATION</u>	<u>PROVISIONED ITEMS ORDER (RESERVED FOR EXCLUSIVE USE BY THE AIR FORCE ONLY)</u>	<u>SHIPPING INSTRUCTIONS</u>
00001 - 99999	K0001 - K9999	S0001 - S9999
then	KA001 - KZ999	SA001 - SZ999
A0001 - A9999	L0001 - L9999	T0001 - T9999
B0001 - B9999	LA001 - LZ999	TA001 - TZ999
and so on to	M0001 - M9999	U0001 - U9999
H0001 - H9999	MA001 - MZ999	UA001 - UZ999
then	N0001 - N9999	V0001 - V9999
J0001 - J9999	NA001 - NZ999	VA001 - VZ999
then	P0001 - P9999	W0001 - W9999

<u>NORMAL MODIFICATION</u>	<u>PROVISIONED ITEMS ORDER (RESERVED FOR EXCLUSIVE USE BY THE AIR FORCE ONLY)</u>	<u>SHIPPING INSTRUCTIONS</u>
R0001 - R9999 then	PA001 - PZ999 Q0001 - Q9999	WA001 - WZ999 X0001 - X9999
AA001 - HZ999 then	QA001 - QZ999	XA001 - XZ999 Y0001 - Y9999
JA001 - JZ999 then		YA001 - YZ999
RA001 - RZ999		

(3) ARZ999 is the six position alphanumeric number to be utilized the first time the Office of Administration or Disbursement is being changed by use of computer generated modifications initiated by a CAO. The second change will utilize ARZ998, the third change ARZ997, and so forth. This method will only be utilized when mass changes are required.

b. Supplementary Identification Numbers for modifications shall be assigned in consecutive chronological sequence by each issuing office authorized to issue modifications. To assure chronological assignment, modification numbers shall be assigned only after it has been determined that a modification is to be issued.

#### DELIVERY ORDERS UNDER INDEFINITE DELIVERY TYPE CONTRACTS, ORDERS UNDER BASIC ORDERING AGREEMENTS, AND CALLS UNDER BLANKET PURCHASE AGREEMENTS

a. Delivery orders under indefinite Delivery Type Contracts (orders), orders under Basic Ordering Agreements (orders), and calls under Blanket Purchase Agreements (calls) shall be identified by a four position alphanumeric call/order serial number which is supplementary to the 13 position basic PIIN.

(1) Calls/orders issued by the purchasing office identified in the basic PIIN shall be assigned numeric call/order serial numbers, beginning with 0001 through 9999.

(2) Calls/orders issued by an office other than the Purchasing Office identified in the basic PIIN shall be assigned alphanumeric call/order serial numbers as follows:

(a) The first and second position shall be the alphanumeric call/order serial number assigned to appendix N to the activity issuing the call/order. The letters A, I, O, and P shall not be used in the first position; however, A and P may be used in the second position.

(b) The third and fourth positions shall be a serial number assigned by the issuing activity. The first call or order issued each contract or agreement shall be numbered 01. After the Serial Number 99 is used, a uniform series of numeric/alpha, alphanumeric, and finally alphaserial numbers shall be assigned as follows (the letters I and O shall not be used):

1A, 1B, and so on to 1Z, then 2A, 2B and so on to 2Z and so on to 9A, 9B, and so on to 9Z, followed by A1, A2, and so on to A9, then B1, B2 and so on to B9 and so on to Z1, Z2, and so on to Z9, followed by AA, AB, and so on to AZ, then BA, BB and so on to BZ and so on to ZA, ZB, and so on to ZZ.

b. If it is necessary to modify a call/order, a two position alphanumeric suffix (known as the call/order modification indicator) shall be added to the supplementary PIIN as follows (the letters I and O shall not be used):

(1) Modification to a call/order issued by the Purchasing Office, excluding any modification providing shipping instructions in those cases described below - 01, 02, and so on through 99 then B1 - B9, BA - BZ, C1, and so on through NZ and Z1 through ZZ.

(2) Modification to a call/order issued by a Purchasing Office providing initial or amended shipping instructions in those cases in which the call/order provides for delivery F.O.B. destination or delivery F.O.B. origin and a price change is involved - P1 - P9, PA - PZ, Q1 - Q9, QA - QZ, etc., through TZ.

(3) Modification to a call/order issued by a Purchasing Office providing initial shipping instructions or amending those shipping instructions previously issued in those cases in which the call/order provides delivery FOB origin and no price change is involved - U1 - U9, UA - UZ, V1 - V9, VA - VZ, and so on through YZ.

(4) Modifications to a call/order issued by a Contract Administration Office (CAO) will begin with 1A, 1B, and so on to 1Z; then 2A, 2B, and so on to 2Z; and so on to 9A, 9B, and so on to 9Z, followed by A1, A2, and so on to A9; then AA, AB, and so on through AZ.

AZ will be utilized the first time a modification is generated by mechanical means (computer program) to change the name of the Administration Office or Disbursing Office. The second change will utilize AY, the third change AX and so forth. This method will only be utilized when mass changes are required.

#### **15.1.42 CONTRACTOR SHIPMENT ADVICE**

<u>CODE</u>	<u>EXPLANATION</u>
A	Components Missing. Authorized shipment of an end-item less some of the components required by specifications.
B	Missing Components Furnished. The subsequent shipment of components missing at the time of shipment of the end item. This includes both interim and final shipment of missing components.
C	Quantity Increase. Due to overages the quantity is an increase over that previously reported as shipped.
D	Quantity Decrease. Due to missing, damaged, or nonconforming supplies, the quantity is a decrease to that previously reported as shipped.
E	Replacement Shipment. Supplies were previously reported as quantity decrease due to missing, damaged, or nonconforming supplies.
F	Shipped and held in bond at contractor's plant. Shipment has been accepted.
G	Shipped and held as Government furnished property. Shipment has been accepted.
H	Shipped or performed as indicated. No special circumstances. This code to be used if no other applies.
Z	Underrun Quantity. Final shipment of Contract Line where underrun variation is authorized and the condition exists.

#### **15.1.43 SHIPMENT ACCEPTANCE DISCREPANCY EXPLANATION**

<u>CODE</u>	<u>EXPLANATION</u>
D	Documentation (incomplete, improper or without authority and which precludes acceptance).
M	Misdirected (material addressed to wrong activity).
N	Nonconforming (items do not conform to the contract specifications).
O	Overage (quantity received in excess of quantity shipping document).
S	Shortage (quantity received less than quantity on shipping document).
T	Inadequate Technical Data (missing, mutilated, incomplete (includes Warranty Data)).

<u>CODE</u>	<u>EXPLANATION</u>
U	Undelivered.
W	Wrong Item (incorrect item received).
X	Damaged (received in damaged condition).

#### **15.1.44 TRANSACTION STATUS CODES**

<u>CODE</u>	<u>EXPLANATION</u>
A	Reply to a previous request.
B	No record.
C	Corrected transaction.
D	Interim Reply.
E	Request for corrected transaction.
F	Final Reply or Report.
G	Ship To Code differs from the Contract Abstract.
H	Stock number/part number differs from the Contract Abstract.
J	Contract is not in Computer Data Base.
L	MILSTRIP differs from Contract Abstract.
P	Quantity shipped exceeds quantity variance for this CLIN.
Q	Mark For differs from Contract Abstract.
S	Two or more of the following control data elements do not match Data Base (Ship To, Mark For, MILSTRIP Number).
T	Two noncontrol data elements do not match Data Base (quantity shipped exceeds the on order quantity and stock number/part number contained in the Contract Abstract).
Z	Previous transaction is canceled.
1	First followup.

#### 15.1.45 PARTICIPANTS IN REVERSE ABSTRACTING

<u>BUYING ACTIVITY CODE</u>	<u>RECIPIENT ADP POINT</u>	<u>ACTIVITY</u>
QQ	FY4179	AFFTC
QZ	FY4179	BSD (NORTON AFB)
RA	FY4179	BSD (LA)
TB	FY4179	SAMSO
RB	FY4179	SAMTEC-WTR
R9	FY4179	NORTON-AFB
RG	FY4179	ETR
RH	FY4179	ADTC
RS	FY4179	ESD
RW	FY4179	AFCMS/PMR
RX	FY4179	RADC
SG	FY4179	ASD/PMR
SC	FY4179	ASD
SH	FY4179	BROOKS (AMD)
BA	W52H09	AMCCOM
BG	W51P7S	CECOM
BR	W56HZV	TAECOM
BS	W58BG0	TSARCOM
CC	W31G1Z	MICOM
TW	SC0100	DPSC-C&T
TX	SC0101	DPSC-Medical
TY	SC0400	DGSC
TZ	SC0500	DISC
UA	SC0600	DFSC
UB	SC0700	DCSC
UD	SC0900	DESC
UE	SC0102	DPSC-Subsistence

#### 15.1.46 PARTICIPANTS IN SHIPMENT PERFORMANCE NOTICES

<u>ITEM/PROJ MANAGER</u>	<u>RECIPIENT ADP POINT</u>	<u>ACTIVITY</u>
N00383	N00383	Aviation Supply Office (ASO)
N00104	N00104	Ships Parts Control Center (SPCC)
N00039	N63165	Naval Electronics Systems Command (NAVELEX)
FQ7623	FY4179	Air Force Flight Test Center Edwards AFB, CA 93523
FQ7616	FY4179	Space Division Los Angeles, CA 90009
FQ7616	FY4179	Ballistics System Division Los Angeles, CA 90009
FQ7616	FY4179	Ballistics System Division Norton AFB, CA 92409
FQ7653	FY4179	Ballistics Missile Office Norton AFB, CA 92409

<u>ITEM/PROJ MANAGER</u>	<u>RECIPIENT ADP POINT</u>	<u>ACTIVITY</u>
FQ7616	FY4179	Space and Missile Systems Organization Norton AFB, CA 92409
FQ7626	FY4179	Space and Missile Test Organization Vandenberg AFB, CA 93437
FQ7625	FY4179	Eastern Space and Missile Center Patrick AFB, FL 32925
FQ7621	FY4179	Armament Division Eglin AFB, FL 32542
FQ7620	FY4179	Electronics Systems Divisions Hanscom AFB, MA 01730
FQ7617	FY4179	Air Force Contract Management Division/PKR Kirtland AFB, NM 87117
FQ7619	FY4179	Rome Air Development Center Griffiss AFB, NY 13441
FQ8419	FY4179	R&D Procurement, ASD Wright-Patterson AFB, OH 45433
FQ7615	FY4179	Central Procurement, ASD Wright-Patterson AFB, OH 45433
FQ7624	FY4179	Aerospace Medical Division Brooks AFB, TX
SC0100	SC0100	Defense Personnel Support Center Philadelphia, PA 19101
SC0101	SC0101	Defense Personnel Support Center Philadelphia, PA 19101
SC0102	SC0102	Defense Personnel Support Center Philadelphia, PA 19101
SC0400	SC0400	Defense General Supply Center Richmond, VA 23297
SC0500	SC0500	Defense Industrial Supply Center Philadelphia, PA 19111
SC0600	SC0600	Defense Fuel Supply Center Alexandria, VA 22314
SC0700	SC0700	Defense Construction Supply Center Columbus, OH 43215
SC0900	SC0900	Defense Electronics Supply Center Dayton, OH 45444

<u>ITEM/PROJ MANAGER</u>	<u>RECIPIENT ADP POINT</u>	<u>ACTIVITY</u>
W31P4Q	W31P4R	MICOM (DRSMI-IBB) Redstone Arsenal, AL 35809
W56HZV	W56HZV	TACOM (DRSTA-P) Warren, MI 48090
W15P7T	W15P7S	CERCOM (DPSEL-PC) Ft. Monmouth, NJ 07703
W52P1J	W52H09	ARRCOM (DRSAR-PP) Rock Island, IL 61299
W58RGZ	W58RGO	TSARCOM (DRSTS-PBX) St. Louis, MO 63120
W58RGZ	W58RGO	AVRADCOM St. Louis, MO 63120
W26AAQ	W26AAQ	MERADCOM (DRDME-PM) Fort Belvoir, VA 22060
W15BAY	W15R7S	CORADCOM (DRDCC-PC) Ft. Monmouth, NJ 07703
W62G2R	W62G2R	Sacramento Army Depot (SDSSA-PCD-2) Sacramento, CA 95813
W15QKN	W15QKN	ABRADCOM (DRDAR-MSO) Dover, NJ 07801
W23QLO	W23QLO	Procurement Directorate (STEAP-PR) Aberdeen Proving Ground, MD 21005
W43SAN	W43SAN	Procurement Directorate (STEWS-PR) White Sands Missile Range, NM 88002
W61HZF	W61HZF	Yuma Proving Ground (STEYP-PC) Yuma, AZ 85364

#### 15.1.47 VALIDATION ERROR MESSAGES (INVOICE CONTROL)

<u>MESSAGE</u>	<u>BRIEF MEANING</u>	<u>ASTERISKS</u>
ADPE NUMERIC CDD	Coded Invoice Transaction must have a numeric in ADPE Control Number.	53-58 *
ADPE NUMERIC NEW	New Invoice Transaction must have a numeric ADPE Control Number.	40-45 *
AMOUNT NUMERIC	New Invoice Amount must be pure numeric(all digits). May be blank if Code is 3.	54-63



<u>MESSAGE</u>	<u>BRIEF MEANING</u>	<u>ASTERISKS</u>
APPR CODE ERROR	Approval Code is not A, B, C, E, F, G, H or blank.	67-68
CALL IF CC11 JDA	PIIN Type other than A, D, G or J should have blank Call.	16-19
CALL 16-19 A/N	PIIN with Type A, D, G or J should have alpha/numeric data in four positions of Call.	16-19
CCD 1, 2, 3, E ONLY	Invoice Card Code must be 1, 2, 3 or E only.	1 *
CODE SHP NUM BAD	Coded Invoice must have blank or properly formatted Shipment Number.	26-33 *
DATE MUST BE VAL	Invoice Preparation Date. If used must be a valid date (YYMMDD).	70-76
DATE RECD 3 DAYS	New Invoices should have date received within three days of computer date.	35-38
DATE RECD NUM	New Invoices date received should be numeric.	35-38 *
DATE REQ SPEC CD	If Invoice preparation date is used, an X or Y must be present in Invoice Special Code.	69
DAY RECD 1-366	New Invoices date received should be within Julian range.	36-38 *
DEST CODE BLK	Coded Invoices that are not Reason Code B should be blank in Destination Code.	59-64
DISC T/R ERROR	New Invoice (other than Type DOC ID 7) must be all numeric in both rate terms or N, 9 followed by five blanks. Also may be 9 followed by three blanks followed by two numerics. If Special Code is X entire field, (rate and terms), must be numeric. If Special Code is Y, first four positions (rate) must be numeric,	29-34 *

<u>MESSAGE</u>	<u>BRIEF MEANING</u>	<u>ASTERISKS</u>
	and last two positions (terms) must be blank. If Card Code is 3 entire field may be blank. If Type DOC ID is 7 and Card Code is 1 first four positions (rate) must be "9" and \$Amount field must be numeric. Last two positions, (terms), of discount can be blank or numeric unless Special Code is X or blank, then terms must be numeric. If Type Code ID is 7 and Card Code is 3, first four positions (rate) must be "9" or blank and \$Amount field must be numeric or blank. Last two positions, (terms), of discount must be numeric or blank.	
DOC SUPP ERROR	Document Support is not T, P, E or blank or combination.	65-66
EDI/DUPL/PIIN/ SPIIN/SHPNO	<i>The PIIN SPIIN SHPNO was found on the YDFB (Invoice Master), as a duplicate of one entered previously, or there was more than one occurrence of the invoice submitted EDI in the same cycle.</i>	None
EDM/DUPL/PIIN/ SPIIN/SHPNO	The PIIN SPIIN SHPNO was found on the YDFB (Invoice Master), as a duplicate of one entered previously, or there was more than one occurrence of the invoice submitted in the same cycle.	None
FRG CUR K OR BLK	Foreign Currency can only be K or blank.	39
INV NUM START 46	New Invoices should have invoice number starting in position 46.	46-53

<u>MESSAGE</u>	<u>BRIEF MEANING</u>	<u>ASTERISKS</u>
K TYPE INVALID	PIIN Type should be A, C, D, F, G, J, L, M, N, P, S, V or W since this is a new contract. May be numeric if old contract.	11
LOCN BLK OR A/N	New Invoices should have alpha/num or blank location code.	64
MORE THAN 9 ERRS	Indicates more than nine errors found for this transaction. No more room for listing rest of errors.	NONE
NEW SHIP NUM BAD	New Invoices must have blank or properly formatted shipment number.	20-27
NO CAD MASTER	New Invoices should have matching master.	NONE
PIIN ALPHA/NUM	PIIN (new contract) should contain only alpha/num data.	4-13
PIIN FISC YEAR	PIIN should have numeric fiscal year if new contract of numeric or 99 if old contract.	9-10
PIIN KEY UNDETMD	PIIN should have zero or alphabetic key(first position buying activity).	3
PIIN NO I, O	PIIN (new contract) should not contain I or O in buying activity or serial number.	3-8
PIIN TD BAD	PIIN (new contract) should have numeric term. Digit except Navy may have alpha/numeric term.	14-15
PROC CODE REAS F	Coded Invoice with Reason Code F should have alpha/num processor code.	24-25
PROC DATE NUM	Coded Invoice should have numeric process date.	76-79
PROC DAY/MONTH	Coded Invoice should have process date within logical month and day range.	76-79
REASON A THRU L	Coded Invoices should have Reason Code A through L only.	75

<u>MESSAGE</u>	<u>BRIEF MEANING</u>	<u>ASTERISKS</u>
SERV A, F, N, S, O	New Invoices should have Service Code of A, F, N, S or O.	2
SPEC CD BLK, X, Y	Invoice Special Code if used must be X or Y or blank if not used. No other codes must be present.	69
SPEC CD REQ DATE	If Invoice Special Code contains entry, it must be followed by a date YYYYMMDD.	70-76
T PIIN HAS BLKS	PIIN (T contract) should not have blanks in any position of PIIN.	4-15
TYPE DOC ID BAD	Type Document Code can only be 1, 2, 3, 4, 7, 8, 9, or blank.	28
UNMATCHED REASON	An Invoice Transaction Code has been applied to a credit memo.	80
UNMATCHED RECORD	A Credit Memo Code has been applied to an invoice.	80

\*Denotes rejected errors.

### 15.1.48 NINE PERCENT RATE OF RETURN ON VARIOUS DISCOUNTS

<u>DAYS BETWEEN DISCOUNT EXPIRATION AND NET DATE</u>	<u>NINE PERCENT RATE OF RETURN DISCOUNT PERCENT</u>	<u>FRACTION OF ONE PERCENT</u>
1	0.025	1/40
	0.05	1/20
	0.075	1/13
	0.1	1/10
	0.125	1/8
	0.15	1/7
	0.175	1/6
	0.2	1/5
	0.225	1/5
	0.25	1/4
	0.275	1/4
	0.3	3/10
	0.325	1/3
	0.35	1/3
	0.375	3/8
	0.4	2/5
	0.425	2/5
	0.45	2/5
	0.475	2/5
	0.5	1/2

0.525

1/2

<u>DAYS BETWEEN DISCOUNT EXPIRATION AND NET DATE</u>	<u>NINE PERCENT RATE OF RETURN</u> <u>DISCOUNT PERCENT</u>	<u>FRACTION OF ONE PERCENT</u>
	0.55	1/2
	0.575	1/2
	0.6	3/5
25	0.625	5/8
26	0.65	5/8
27	0.675	5/8
28	0.7	7/10
29	0.725	7/10
30	0.75	3/4
31	0.775	3/4
32	0.8	4/5

### 15.1.49 INVOICE DESTINATION CODES

a. The MOCAS Address Sequence DoDAAD (produced on an as required basis) is the primary source for Invoice Reason Code B Destination Address Coding. Each DCMD should manually develop from the Destination Address Master List a most frequently used DoDAAD listing for each individual invoice control clerk. Such a listing will eliminate the necessity for each clerk to have the entire DoDAAD record. If DoDAAD Code is unassigned, assign a six digit locally designed numeric code.

b. The Destination Address Master list is updated with MOCAS Address Sequence DoDAAD and local codes by use of a general purpose posting slip, batched on DLA Form 472a indicating the reason for the batch. The general purpose posting slip will be prepared as follows:

<u>POS.</u>	<u>ENTRY</u>
1	Card Code Z.
2-58	Enter the name and address from the most frequently used DoDAAD listing or the MOCAS IB Address Sequence DoDAAD. Omit nonessential address information when the DoDAAD address exceeds 57 fields.
59-64	Enter the six field DoDAAD Code, of locally assigned numeric code if DoDAAD is not assigned.
65-80	Leave blank.

Invoices received for which there is no DoDAAD Code should be screened by the Supervisor to determine whether a DoDAAD Code is required to be added to the DoDAAD Record.

### 15.1.50 NPA RECORD VALIDATION MESSAGES

The following is a list of messages that may appear on Report Number UYFM02, Validation of NPA Record Input.

<u>MESSAGE</u>	<u>REASON</u>
CONTRACT NOT ON CCAD	No record of this PIIN/SPIIN on CCAD.

<u>MESSAGE</u>	<u>REASON</u>
DUP INPUT CONTRACT ON P/P MASTER	This PIIN/SPIIN is already on the Progress Payment File.
ACTION CODE OTHER THAN BLANK, C OR D	The Action Code entered is other than a blank, C, or D.
REVIEW COMPLETION DATE INVALID	The date entered is not a valid date.
REVIEW COMPLETION DATE UNACCEPTABLE	The date entered is less than or equal to the current date.
FIRST ARTICLE DOLLAR LIMITATION MANDATORY	If the Action Code is blank and the contract contains the First Article Approval Clause this field must contain data.
F/A ACCEPT CODE OTHER THAN D OR E	The First Article Acceptance Code is other than D or E.
ENTRY OF PROFIT % MANDATORY	A profit percentage must be entered if alternate liquidation rates are entered.
U.S. ALTERNATE LIQ RATE INVALID	The alternate liquidation rate cannot be greater than the payment rate.
FMS ALTERNATE LIQ RATE INVALID	The alternate liquidation rate cannot be greater than the payment rate.
REDUCTION CODE OTHER THAN R OR D	The Reduction Code entered is other than R or D.
STOP PAYMENT CODE OTHER THAN S OR D	The Stop Payment Code entered is other than S or D.
ENTRY REQUIRED ON INITIAL INPUT	If the Action Code is blank the contractor code must be entered.

### **15.1.51 MAAPR MESSAGES**

The following is a list of messages that may appear on an MAAPR. A maximum of 14 messages could be printed on each MAAPR. The API System contains both an initial API determination phase and a final API determination phase. If something in the initial phase causes manual review of the billing, the system will bypass the final phase.

#### Message Type

Blank - Information Only

- \* - Manual Review
- \*\* - Manual Review (Except Progress Pay)
  - (1) Only if Evidence of Shipment is Blank
  - (4) Message Prints on Progress Payments
- \*Z - Manual Review (Final Shipment Only)
  - (2) Only if Shipment No. is 0001
  - (3) Only Codes W, Y, G, and B

API Determination Phase

1 - Assigned During Initial API Determination

2 - Assigned During Final API Determination

<u>API PHASE</u>	<u>MSG TYPE</u>	<u>MESSAGE</u>	<u>REASON</u>
1	**	ADVANCE PAYMENTS AUTH	Advance Payments authorized on contract.
1	*	AWAITING HARD COPY RECEIPT	MILSCAP Abstract received but hard copy contract not processed.
1	*	BVN CONTAINS FMS	BVN invoice is on a contract which contains FMS funds.
2	*	BVN CONTAINS MULTISERV FUNDS	BVN invoice is on a contract which contains funds for more than one Service.
1		BVN0001 NOT PAID	Payment of BVN0001 has not been made on an EDI submitted invoices.
1		CERTIFICATION NOT REQUIRED	Certification is on Invoice but it is not required on the contract.
1	*	CERTIFICATION REQD/ACO	Contract requires Certification of the Administrative Contracting Officer.
1	*	CERTIFICATION REQD/AFO	Contract requires Certification of the Accounting and Finance Officer.
1	*	CERTIFICATION REQD/AUDITOR	Contract requires Certification of the Auditor.
1	*	CERTIFICATION REQD/CONTRACTOR	Contract requires Certification from the contractor.
1	*	CERTIFICATION REQD/PCO	Contract requires Certification of Procurement Contracting Officer.
1	*	CERTIFICATION REQD/TCO	Contract requires Certification of the Termination Contracting Officer.



<u>API PHASE</u>	<u>MSG TYPE</u>	<u>MESSAGE</u>	<u>REASON</u>
1	*	CERTIFICATION REQD/USDA	Contract requires Certification of the U.S. Department of Agriculture.
1		CERTIFICATE OF CONFORMANCE	Contract requires Certificate of Conformance.
2	*	CLR/ACRN BALANCE	Insufficient funds for payment on CLR at ACRN Level. This condition will also occur when the whole dollar discount amount is equal to or greater than the invoice amount.
2	*	CLR/WIP - BALANCE	Insufficient funds exist on CLR for WIP.
2		CLR/WIP BAL-NO RECOUP PERCENT	Progress Pay invoice submitted for payment on a contract which has an outstanding WIP balance but there are no WIP recoupment percentages on the contract file.
2		CLR/WIP TABLE LIMIT EXCEEDED	CLR exceeds limit of 500 ACRNs on WIP Table.
1		CONTRACTOR INDEBTEDNESS	Contractor in debt to the U.S. Government.
1		DCAA APPRVL REQUIRED	Manual review is required on first and final BVNs.
1		DISCOUNT OFFERED	Discount offered on Contract.
1		DISCOUNT PERIOD EXPIRED	Discount not earned. If no other manual condition exists, will pay API. Lost discount amount shows on UYFC16 Report on day of API.
1		EC/EDI NOT AUTHORIZED	If Audit Approval field on provision screen is blank, submission of EDI public vouchers are not authorized.
1		EDI	EDI indicates that a Commercial Invoice, SF1034 Public Voucher or a Progress Payment was received via EDI.

<u>API PHASE</u>	<u>MSG TYPE</u>	<u>MESSAGE</u>	<u>REASON</u>
1		EXCEEDS BVN ULO	BVN invoice, after payment, would exceed total contract obligated amount.
1		EXPEDITE, G INVOICE ON HAND	Payable transaction is a manual recycled transaction. It has already been matched to an invoice.
1		EVIDENCE OF SHIPMENT REQUIRED	Evidence of Shipment required but not coded on invoice.
1		EVIDENCE OF SHIPMENT ON HAND	Evidence of Shipment is the invoice.
1		FAC 4	Financial Action Code 4 requires manual review of all invoices of this type contract.
1		FAST PAY	Fast Pay authorized on contract.
1	*	FIRST ARTICLE APPROVAL REQUIRED	First Article Clause in Contract and First Article Acceptance not completed.
1		<b>Final BVN Paid API</b>	<b>Final BVN paid API based upon the input of a C in the AC field on Screen UNAA21, no other MAAPR conditions that would prevent Automatic Payment.</b>
1	Z(2)	FOB ORIGIN/MINIMUM SIZE	Free on Board Origin/Minimum Size clause. Manual review only final shipment greater than one final.
1		FOREIGN CURRENCY REQD/ CONTRACT	Contract authorizes payment in Foreign Currency.
1		FOREIGN CURRENCY REQD/ CTR/IBOP	Contract authorizes payment in Foreign Currency and requires IBOP Reporting.
1		FOREIGN CURRENCY REQD/ INV-CTR	Invoice requests and contract authorizes payment in Foreign Currency.
1		FOREIGN CURRENCY REQD/ INV-IBOP	Invoice requests payment in Foreign Currency and requires IBOP Reporting.

<u>API</u> <u>PHASE</u>	<u>MSG</u> <u>TYPE</u>	<u>MESSAGE</u>	<u>REASON</u>
2	** (4)	FUND LIMITATION	Disbursements are being limited by Service/Fund Code.
1		GFP APPLIES	GFP applicable to contract; mandatory review is not required unless the payment applies to the final shipment.
1	*Z	GFM APPLIES	GFM applicable to contract; mandatory review is not required unless the payment applies to final shipment. Final shipment requires a mandatory review of contract and the reconciliation of YFC14, GFM Worksheet.
1	*Z	GUARANTEED MAXIMUM SHIPPING WT	Guaranteed Maximum Shipping Weight Clause in contract. Final shipment only.
1	*	IBOP	Invoice requires IBOP reporting.
2	*	INSUFFICIENT CONTRACT ULO	Insufficient funds for payment on CLR at contract level for progress payments.
2	*	INSUFFICIENT ULO FOR COUNTRY CODE	Insufficient funds for payment on CLR at Country Code level for Progress Payments.
1		INVOICE PAID WITHIN \$10 LIMIT amount	The payable transaction is greater than the invoice amount by \$10.00 or less. The invoice amount can be paid automatically.
1	*	INV/MAAPR AMT ZERO	Both invoice and MAAPR amounts are zero.
1	**	LIQUIDATED DAMAGES AUTH	Liquidated Damages clause in contract.
1	*	MAAPR-INV \$ NOT EQUAL	Dollar amount on MAAPR and invoice are not equal and difference is outside parameters of invoice paid within \$10 limit.

<u>API PHASE</u>	<u>MSG TYPE</u>	<u>MESSAGE</u>	<u>REASON</u>
1	**	MANDATORY REVIEW/LUMBER	Mandatory review of Lumber required by contract.
1	**	MANDATORY REVIEW/OTHER	Mandatory review required by DCMD.
1	**	MANDATORY REVIEW/STEEL	Mandatory review of Steel required by contract.
1	**	MANDATORY REVIEW/TEXTILE	Mandatory review of Textile required by contract.
1		MANUAL REVIEW INVOICE	Alert on Z and E MAAPRs when original MAAPR has been matched to invoice.
1		MAAPR PREVIOUSLY PRINTED	Alert whenever the MAAPR has been previously printed.
1		MATCHED TO QA	A Z or E MAAPR matches an existing QA MAAPR.
1	*	MULTI-SERVICE RECOUPMENT	It is a WIP recoupment trying to be automatically applied and there is more than one Service cited on the contract.
1		NOTICE OF ASSIGNMENT	Notice of assignment has been established for this contract.
1		N.S.P. LINE INCLUDED	
1	**	PACKAGING CHARGES AUTH	Packaging charges authorized on contract as NON-CLIN charge.
1		PAID LESS TRANS CHGS OF \$XXX.XX	\$XXX.XX is overlaid with the transportation charges from the invoice. In cases where the contract does not authorize transportation charges, and transportation charges are included in the invoice amount, and that difference is the only condition causing manual review of the MAAPR, the Voucher Examiner can specify that the invoice is to be paid less the transportation charges by submitting a G coded invoice with LT in the last 2 positions of the coded multifield. Payment is automatic.

<u>API</u> <u>PHASE</u>	<u>MSG</u> <u>TYPE</u>	<u>MESSAGE</u>	<u>REASON</u>
1	*Z(3)	PATENT/ROYALTY CLAUSE	Patent/Royalty Clause in contract. Final shipment only.
2	*	POTENTIAL ACCOUNTS RECEIVABLE	Invoice was processed on which the total voucher deductions/recoupments exceed 100% of the amount available.
1	*Z	PRICE ADJUSTMENT AUTH	Price Adjustment Clause in contract. Final shipment only unless contract requires certification on each invoice, then the message Certification Required/ Contractor will also be shown.
1		PROGRESS PAYMENTS AUTH	Progress Payments clause in contract. Manual MAAPR if Outstanding WIP ULO on CLR.
1		QUANTITY VARIATION CLAUSE	Contract has Quantity Variation Clause. Manual MAAPR only if shipment has unauthorized overrun.
1	**	REVIEW DISCOUNT	Contract or invoice has rate code of 9 for multiple or other discount.
1	*	SPECIAL "9" ACRN	MAAPR contains line items for which there are multiple ACRNs.
1	*Z	SPECIAL TOOLING CHARGES AUTH	Special tooling charges authorized on contract.
1		TRANSPORTATION CHARGES AUTH	Transportation Charges authorized in contract.
1	*	TRANS AMT EXCEEDED	Transportation amount of \$100.00 equaled or exceeded.
1	*	TRANS AUTH/REVIEW FOB PT	Transportation authorized on F.O.B. destination contract and Fast Pay Code not in Data Base.
2	**	MULTITRANS FUNDS	Multiple funded Transportation ACRNs in contract. This message relates to transportation charges obligated as CLIN charges.

<u>API</u> <u>PHASE</u>	<u>MSG</u> <u>TYPE</u>	<u>MESSAGE</u>	<u>REASON</u>
1	**	TRANS NOT AUTH	Transportation authorization not in Data Base.
2	**	TRANS NOT AUTH - REVIEW CHARGES	<p>The only condition causing manual review is that the contract does not authorize transportation charges but transportation charges are included in the invoice.</p> <p>If manual review is caused by any additional condition, the message TRANS NOT AUTH will appear in place of this message on the manual MAAPR.</p>
1	**	U/P UNAVAILABLE	
1	**	U/P MILS EXCEED 2 POS	
1	**	U/P NOT APPLICABLE	
1	*	UNDEFINITIZED U ACRN	MAAPR contains Line Items that have not been identified as being payable from a specific ACRN.
1	*	VO DEDUCTION PENDING	Credit memo or Accounts Receivable Record on Invoice File.
1	**	WITHHOLD	Withholding Charges Clause in Contract.

NOTE 1: Estimated Unit Price will cause a manual MAAPR to be generated with the Unit Price Coded E. No message will be generated at the bottom of the MAAPR.

NOTE 2: If a record for a given contract is not present in the Data Base Contract file, a manual MAAPR will be generated with NOT ON CONTRACT PROV printed where the Contractor's name normally prints.

### 15.1.52 EXAMPLE OF PRORATION OF PROGRESS PAYMENT (MULTIPLE ACRNs, ONE SERVICE)

Approved P/P PPRA005 \$170,000  
Liquidation Rate - 85%  
Service - 1

<u>ACRN</u>	<u>OBL</u>	<u>WIP</u>	<u>ULO</u>
AA	120,000	82,500	115,000
AB	97,000	0	50,000
AC	191,000	100,000	191,000
AD	75,000	0	75,000
AE	14,500	7,000	12,000
AF	7,500	4,250	5,000
TOTAL	505,000	193,750	448,000

Step 1: Determine if there is sufficient ULO on the contract to pay the total P/P. (Total ULO x Liquidation Rate) - Total WIP Balance (448,000 x 85%) - 193,750 = \$187,050. There are \$187,050 which can be used to pay P/P. Since this is greater than the amount of the approved P/P proceed with Step 2.

Step 2: Calculate the amount of funds remaining on each ACRN which can be used to pay P/P. (ACRN ULO x Liquidation Rate) - ACRN WIP balance (115,000 x 85%) - 82,500 = \$15,250. The results of this calculation for each ACRN are:

AA	\$ 15,250
AB	42,500
AC	62,350
AD	63,750
AE	3,200
AF	0
TOTAL	\$187,050

Step 3: Sort the ACRNs in ascending order using the funds available to pay P/P as the sort key. ACRNs with zero funds available will not be considered. The result of the sort is as follows with the ACRNs and dollar values to be listed in columns 2 and 6, respectively, on the P/P proration form.

AE	\$ 3,200
AA	15,250
AB	42,500
AC	62,350
AD	63,750

Step 4: List the Service Codes in pos. 1; the obligated amounts in pos. 3 and the P/P request dollar amount on line 1 of pos. 7.

Step 5: Total pos. 3 and enter this figure on the first line of pos. 4.

Step 6: Subtract the amount on line 1 pos. 3 from the amount on line 1 pos. 4. (497,500 - 14,500 = 483,000). The result will be placed on line 2 pos. 4. Line 3 pos. 4 is calculated by subtracting the amount on line 2 pos. 3 from line 2 pos. 4. (483,000 - 120,000 = 363,000). This process will be continued until pos. 4 is complete.

Step 7: Complete pos. 5 by dividing the entries in pos.3 by the entries in pos. 4. The resulting figures will be rounded to five decimal positions.  $(14,500 / 497,500 = 0.02914572864)$ . The rounded figure is 0.02915

Step 8: Line 1 pos. 8 is calculated by multiplying line 1 pos. 7 by line 1 pos. 5.  $(170,000 \times 0.02915 = \$4955.50)$ . Line 1 pos. 9 equals the lesser of line 1 pos. 6 or line 1 pos. 8. Line 2 pos. 7 equals line 1 pos. 7 minus line 1 pos. 9.  $(170,000 - 3200 = \$166,800)$ . This process is continued until pos. 7, 8 and 9 are complete.

Step 9: Prepare a disbursement charging the P/P as follows:

AE	\$ 3,200.00
AA	15,250.00
AB	40,497.19
AC	62,350.00
AD	48,702.81
TOTAL	<u>\$170,000.00</u>

The total of position 9 must equal the amount on line 1, position 7 (amount of the P/P request).

### 15.1.53 EXAMPLE OF PRORATION OF A PROGRESS PAYMENT (MULTIPLE ACRNs, MULTIPLE SERVICES)

Approved P/P	PPRA004	\$125,000
Liquidation Rate - 85%		
Service - 1		

<u>SVC</u>	<u>ACRN</u>	<u>OBL</u>	<u>WIP</u>	<u>ULO</u>
1	AA	120,000	75,000	100,000
2	AB	75,000	0	75,000
2	AC	86,000	20,000	70,000
2	AD	20,000	12,000	15,000
3	AE	35,000	0	35,000
3	AF	21,000	10,000	15,000
4	AG	150,000	100,000	135,000
TOTAL		<u>507,000</u>	<u>217,000</u>	<u>445,000</u>

Step 1: Determine if there is sufficient ULO on the contract to pay the total P/P.  $(\text{Total ULO} \times \text{Liquidation rate}) - \text{Total WIP balance}$   $(445,000 \times 80\% - 217,000 = \$139,000)$ . There are \$139,000 which can be used to pay P/P. Since this is greater than the amount of the approved P/P procede with Step 2.

Step 2: Calculate the amount of funds remaining on each ACRN which can be used to pay P/P.  $(\text{ACRN ULO} \times \text{Liquidation Rate}) - \text{ACRN WIP balance}$   $(100,000 \times 80\% - 75,000 = 5000)$ . The results of this calculation for each ACRN are:



DEPT CODE

AA	1	\$ 5,000
AB	2	60,000
AC	2	36,000
AD	2	0
AE	3	28,000
AF	3	2,000
AG	4	8,000
TOTAL		<u>\$139,000</u>

Step 3: Determine the amount of funds available to pay P/P for each Service and list in ascending order in pos. 6 of the P/P proration form. ACRNs with zero funds available will not be considered. List the appropriate Service Code in pos 1.

DEPT CODE

1	\$ 5,000
2	96,000
3	30,000
4	8,000
TOTAL	<u>\$139,000</u>

Step 4: List the obligated amounts in pos. 3 and the P/P request dollar amount on line 1 or pos. 7. The total of pos. 3 is to be entered on line 1 of pos. 4.

Step 5: Complete the proration form in accordance with the instruction contained in example 1.

Step 6: Enter the information necessary to complete pos. 1, 2, 3, 6 and 7 of the P/P proration form at the ACRN level. Each Service Code is to be treated as a separate entry for computation purposes.

Step 7: Prepare a disbursement charging the P/P as follows:

DEPT CODE

AA	2	\$ 5,000.00
AB	2	47,097.28
AC	2	36,000.00
AD	2	0
AE	3	26,902.72
AF	3	2,000.00
AG	4	8,000.00
TOTAL		<u>\$ 125,000.00</u>

When the computations for each Service Code is completed, the total of all the amounts in pos. 9 of the P/P proration form must equal the amount of the P/P request.

### 15.1.54 EXAMPLE OF PRORATION OF A PROGRESS PAYMENT (MULTIPLE ACRNs, FMS)

Approved P/P: PPRB006 \$114,500

Country Code Distribution: AF \$10,000, AL \$1,000, AD \$35,000, AY \$40,000, BB \$7,000, and CM \$21,000.

Liquidation rate: 95%

<u>ACRN</u>	<u>CC</u>	<u>OBL</u>	<u>WIP</u>	<u>ULO</u>
AA	AF	30,000	0	30,000
AB	AL	6,000	2,000	5,000
AC	AO	20,000	0	20,000
AD	AO	15,000	1,000	14,000
AE	AO	30,000	10,000	15,000
AF	AY	100,000	10,000	90,000
AG	BB	25,000	10,000	15,000
AH	BB	15,000	0	15,000
AI	CM	50,000	0	50,000
AJ	CV	30,000	10,000	30,000
TOTAL		321,000	43,000	284,000

Step 1: Determine if there is sufficient ULO at the Country Code level to make payment in accordance with the distribution provided. This is done by computing the amount of funds remaining on each Country Code ensuring this amount is greater than or equal to the amount to be distributed to each Country Code. (CC ULO x Liquidation Rate) - CC WIP balance must be greater than or equal to distribution provided. (30,000 x .95) - 0 = 28,500, \$28,500 \$10,000. The results of this calculation for each CC are:

<u>CC</u>	<u>MAX AMT</u>	<u>PP REQUESTED</u>
AF	\$ 28,500	\$ 10,000
AL	3,700	1,000
AO	35,550	35,000
AY	75,500	40,000
BB	18,500	7,000
CM	47,500	21,500
TOTAL	\$209,250	\$114,500

Step 2: Enter the information necessary to complete pos. 1-3 and 6-7 of the P/P proration form at the CC and ACRN level. (Note: For those CC containing multiple ACRNs, the ACRNs will be listed in ascending order based on funds available to pay additional P/P.)

Step 3: Complete the proration form in accordance with the instructions contained in example 1.

Step 4: Prepare a disbursement charging the P/P as follows:

AA	\$ 10,000.00
AB	1,000.00
AC	18,450.00
AD	12,300.00
AE	4,250.00
AF	40,000.00
AG	4,250.00
AH	2,750.00
AI	21,500.00
AJ	0
TOTAL	<u>\$114,500.00</u>

### 15.1.55 EXAMPLE OF PROGRESS PAYMENT RECOUPMENT

Material Shipment	ZZZ003
Line item	0002
Quantity	300
Dollar Value	\$150,000
Liquidation Rate	80%

#### LISSR

<u>LINE ITEM</u>	<u>ACRN</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>
0001	AA	200	250.00
		NO SCHEDULES	
0002	AB	500	500.00
	300	15 May 1979	
	200	21 September 1979	
0003	AC	300	250.00
	100	31 December 1979	
	100	31 January 1980	
	100	21 July 1980	
0004	AD	400	500.00
		NO SCHEDULES	
0005	AA	100	500.00
		NO SCHEDULES	

#### CCLR

<u>ACRN</u>	<u>OBL</u>	<u>WIP</u>	<u>ULO</u>
AA	\$100,000	\$ 10,000	\$ 75,000
AB	250,000	70,000	250,000
AC	75,000	40,000	75,000
AD	200,000	80,000	160,000
TOTAL	<u>\$625,000</u>	<u>\$200,000</u>	<u>\$560,000</u>

Step 1: Determine the amount to be recouped: (Gross Invoice Amt x Liquidation Rate) 150,000 x .80 = \$120,000. Since this amount is less than the outstanding WIP balance it is the amount to be recouped.

Step 2: Recoup the amount possible from the ACRN which represents the delivery. This would be ACRN AB. The outstanding WIP is \$70,000.

Step 3: Identify the delivery furthest into the future. In this case it is 21 July 1980, which is paid by ACRN AC. The outstanding WIP for ACRN AC is \$40,000. This makes a total of \$110,000 which has been recouped.

Step 4: Since there are no remaining schedules representing ACRNs with an outstanding WIP balance, the remaining \$10,000 must be prorated to those ACRNs with an outstanding WIP balance. The adjusted WIP balance after Steps 2 and 3 are:

AA	\$10,000
AB	0
AC	0
AD	<u>80,000</u>
TOTAL	\$90,000

Step 5: The proration percentages will be calculated by dividing the ACRN WIP balance by the total WIP balance.

AA	$10,000 - / 90,000 = .11111$
AD	$80,000 - / 90,000 = .88889$
AA	$.11111 \times 10,000 = \$1,111.10$
AD	$.88889 \times 10,000 = \underline{8,888.90}$
	\$10,000.00

Step 6: Prepare a disbursement record charging the recoupment as follows:

AA	\$ 1,111.10
AB	70,000.00
AC	40,000.00
AD	<u>8,888.90</u>
	\$120,000.00

### 15.1.56 ERROR MESSAGES APPLICABLE TO DD FORM 1195

The following is a list of error messages that may appear on Report No. UYFM01 Contract Administration Progress Payment Report.

DD FORM 1195 BLOCK NUMBER	ERROR MESSAGE	PROBABLE CAUSE
5	DATA BASE AMOUNT DIFF FROM INPUT	a. Contract modification(s) reducing/increasing contract price not entered into the data base. b. Contractor made an error when preparing the DD Form 1195.
6A 6B	DATA BASE % DIFFERS FROM INPUT	a. Error in the contractors business size categorization. b. Error in the percentage entered by the contractor. c. Error in data base input. d. Contract modification altering the payment percent has not been entered into the data base.

<u>DD FORM 1195 BLOCK NUMBER</u>	<u>ERROR MESSAGE</u>	<u>PROBABLE CAUSE</u>
8A	PREVIOUS *PP NOT PAID	<p>a. DD Form 1195 numbered out of sequence.</p> <p>b. Previous DD Form 1195 failed to pass tests and is awaiting to be reentered into the data base.</p> <p>c. Previous DD Form 1195 was not received by the Finance Office.</p>
11	ITEM 9 PLUS 10 UNEQUAL TO ITEM 11	Mathematical error.
13	ITEM 11 TIMES 6A INVALID	<p>a. A mathematical error.</p> <p>b. Incorrect percentage rate in 6A.</p>
14C	ITEM 14A LESS 14B INCORRECT	Mathematical error.
14E	ITEM 14C PLUS 14D INCORRECT	Mathematical error.
15	ITEM 13 PLUS 14E INCORRECT	Mathematical error.
16	ITEM 5 MULTIPLIED BY  ITEM 6B	<p>a. Incorrect percentage rate in line 6B.</p> <p>b. Mathematical error in computing line 16.</p>
17	TOTAL LINE 17 INCORRECT	<p>a. Mathematical error in line 15 or 16 could cause the higher figure to appear to be the lower figure.</p> <p>b. Contractor could have chosen the higher figure in error.</p>
18	DATA BASE AMOUNT DIFF FROM INPUT	<p>a. Contractor made an error when completing line 18 of the DD Form 1195.</p> <p>b. The amount of line 18 is less than the amount of progress payments paid or requested.</p>
19	ITEM 17 LESS ITEM 18 INCORRECT	<p>a. Mathematical error in one of the previous computations.</p> <p>b. Mathematical error in computing line 19.</p>

<u>DD FORM 1195 BLOCK NUMBER</u>	<u>ERROR MESSAGE</u>	<u>PROBABLE CAUSE</u>
--	SECTION III OF DD 1195 REQUIRED	<p>a. The computer has a record of advanced payments having been made on the contract and the contractor failed to enter that information in section III as required by DD Form 1195 instructions.</p> <p>b. The computer has a record of payment for deliveries of the contract.</p> <p>a. If the contractor made a delivery which was accepted and invoiced prior to the date in section II, then the delivery information in section III as required by DD Form 1195 instructions.</p> <p>b. If the contractors delivery was accepted and invoiced after the date shown in section II, then the computer notice is erroneous.</p>
20B	ITEM 11 LESS 20A INCORRECT	<p>a. Mathematical error in one or more of the computations upon which item 20B is dependent.</p> <p>b. Mathematical error in computing line 20B.</p>
20C	ITEM 20B TIMES 6A INCORRECT	<p>a. Progress payment rate at 6A incorrect due to data base error.</p> <p>b. Progress payment rate at 6A incorrect due to contract modification(s) increasing/decreasing the price not entered into the data base.</p> <p>c. Mathematical error in computing line 20C.</p>
20D	ITEM 20D DOES NOT EQUAL 14E	<p>a. Mathematical error.</p> <p>b. Error in one or more of the computations upon which the items are dependent.</p>
20E	ITEM 20C PLUS 20D INCORRECT	<p>a. Mathematical error.</p> <p>b. Error in one or more of the computations upon which the items are dependent.</p>
21B	ITEM 5 LESS 21A INCORRECT	<p>a. Contract modification increasing/decreasing contract price not entered in the database.</p> <p>b. Mathematical error in computing line 21B.</p>
21C	ITEM 21B TIMES 6B INCORRECT	<p>a. Incorrect percentage rate in line 6B.</p> <p>b. Mathematical error in computing line 21C.</p>

DD FORM 1195 BLOCK <u>NUMBER</u>	<u>ERROR MESSAGE</u>	<u>PROBABLE CAUSE</u>
21E	ITEM 21C LESS 21D INCORRECT	a. Mathematical error. b. Error in one or more of the computations upon which the items are dependent.
22	TOTAL LINE 22 INCORRECT	a. Mathematical error. b. Error in one or more of the computations upon which the items are dependent.
24	ITEM 18 LESS 23 INCORRECT	a. Mathematical error. b. Error in one or more of the computations upon which the items are dependent.
25	ITEM 22 LESS 24 INCORRECT	a. Mathematical error. b. Error in one or more of the computations upon which the items are dependent.
26	TOTAL LINE 26 INCORRECT	a. Mathematical error. b. Error in one or more of the computations upon which the items are dependent.
27	LINE 27 GREATER THAN AMOUNT INVOICE	An incorrect entry on the DD Form 1195.

\*Signifies message that can't be paid with an override code.

<u>NUMBER</u>	<u>ERROR MESSAGE</u>	<u>PROBABLE CAUSE</u>
PRICE LIMIT FIRST ARTICLE	CUMULATIVE PP EXCEED FIRST ARTICLE LIMIT	a. Total amount of previous progress payments (line 18) requested plus amount of current in-voice (line 26) exceed contractual limitations on First Article Code (NPA percentage). b. Modification increasing the First Article Limitation was not input to the Progress Payment Master File c. ACO failed to notify the Finance Office via DLA Form 1634 that the First Article was accepted.

DD FORM 1195 BLOCK NUMBER	ERROR MESSAGE	PROBABLE CAUSE
PROGRESS PAYMENT LIMITATION BASED ON COST PRICE OR	PAYMENT WOULD EXCEED PP LIMITATION	<p>a. Contractors request will cause payments to to exceed the Progress Payment Limitation based upon price or cost.</p> <p>b. Modification changing contract price or increasing progress payment rate as set forth in DAR E-505, FAR 32.501-2 establishing unusual progress payment rates was not entered into the MOCAS data base (price).</p> <p>c. The total dollar amount of progress payment requests is greater than the total cost eligible multiplied by the progress payment rate (cost).</p> <p>d. Total cost eligible is understated (cost).</p>
MAX UNLIQ PP BASED ON COST	UNLIQ PP EXCEED LIMIT BASED ON COST	<p>a. Unliquidated progress payments exceeded the maximum amount permissible under DAR 7-104.35(a) (4) (i), FAR 52.232-16, ALT I.</p> <p>b. The left side of the maximum unliquidated test must be equal to or greater than the right side of the equation.</p>
MAX UNLIQ PP BASED ON PRICE	UNLIQ PP EXCEED LIMIT BASED ON PRICE	<p>a. Unliquidated progress payments exceeded the maximum amount permissible under DAR 7-104.35(a) (4) (ii), FAR 52.232-16, ALT I.</p> <p>b. The left side of the maximum unliquidated test must be equal to or greater than the right side of the equation.</p> <p>c. Modification changing contract price was not entered into the MOCAS data base.</p>
FAIR VALUE LIMIT BASED ON COST	UNLIQUIDATED PP EXCEED ASSETS	<p>a. Unliquidated progress payments exceed the undelivered assets on the contract as stipulated by DAR 7-104.35 (b), FAR 52.232-16, ALT I.</p> <p>b. The left side of the Fair Value Limitation test must be equal to or greater than the right side of the test equation.</p>
	MAXIMUM AMOUNT TO BE APPROVED BY ACO	<p>a. Fair Value Limitation based on cost was not validated.</p> <p>b. Maximum amount that can be paid is limited to the Fair Value Limitation equation based on cost.</p>



DD FORM 1195 BLOCK NUMBER	ERROR MESSAGE	PROBABLE CAUSE
FAIR VALUE LIMIT BASED ON (b), FAR 52.232-16, ALT I.	UNLIQUIDATED PP EXCEED FAIR VALUE	a. Unliquidated progress payments exceed the undelivered assets on the contract or stipulated by DAR 7-104.35 PRICE
		b. The left side of the Fair Value Limitation test must be equal to or greater than the right side of the equation.
	MAX AMT TO BE APPROVED UP TO FV LIMIT	a. Fair Value Limitation based upon price was not validated. b. Maximum amount that can be paid is limited to the Fair Value Limitation equation based on price.
ALTERNATE LIQUIDATION RATE LIMITATION	PROFIT COMPUTED RATE INVALID	a. DD Form 1195 shows that the profit rate experienced by the contractor is less than that which was used to establish the Alternate Liquidation rate. b. The percentage of profit used to establish the Alternate Liquidation rate is less than the actual percentage of profit being experienced.
LOSS CONTRACT LIMITATION	CONTRACT IN LOSS POSITION	The contractor made an error when determining the entries to be made on the DD Form 1195.
	*CONTRACT IN STOP PAYMENT STATUS	The ACO issued a notice to stop progress payments.
	CONTRACT IN REDUCTION OF PP STATUS	The ACO issued a notice to reduce progress payment request.
	*NO PP MASTER ESTABLISHED FOR THIS CONTRACT	The Finance Office has received a DD Form 1195 for which there is no Progress Payment Master File in the computer.
	FMS INVOLVED NO COUNTRY CODE DIST PROVIDED	The schedules for funds distribution to customer countries Work-In-Process were not received with the DD Form 1195. Payment shall not be made without such schedules when there is more than one foreign military sales customer on the contract.
	*COUNTRY CODE DIST PROVIDED UNEQUAL AMT INV	The sum of the amounts shown distributed among the customer countries does not equal the amount requested at line 27 of the DD Form 1195.

DD FORM 1195 BLOCK NUMBER	ERROR MESSAGE	PROBABLE CAUSE
	COUNTRY CODE PROVIDED NOT ON CCLR	a. Modification adding, deleting, or altering a customer country code had not been entered into the database. b. Contractor made a mistake.
	AMOUNT PROVIDED EXCEEDS CALCULATED LIMIT	a. The cumulative distribution of the amount entered on line 26 of the DD Form 1195(s) exceeds the maximum amount allowed by ACRN for a given country(s). b. The contractor made an administrative error. c. Input data incorrect. d. Modification increasing amount obligated for a given country missing.
	CONTRACTOR NOT ENTITLED AMT ON 14D DUPLICATE INPUT ERROR	a. Large business contractor has improperly entered an amount in block TO 14D. b. MAF shows contractor to be large business. Data from the DD Form 1195 was entered incorrectly one or more times into the computer data base.
	PREVIOUS PP AWAITING PAYMENT	Two DD Forms 1195 were processed in the same cycle.
	MULTIPLE REQUESTS ON FILE	More than two DD Forms 1195 are awaiting payment.
	*SECTION III REQUIRES NPE CARD	Indicates that an entry was made on other than line 8 field 1 of the NPF Record with no entry on the NPE Record.

\*Signifies message that cannot be paid with an override code.

### 15.1.57 MANUAL PREPARATION OF DLA FORM 477

Prepare with ballpoint pen for each call, order or contract as follows:

- a. Payee Name. Print payee's name, using maximum abbreviation.
- b. Contract Number. Enter contract, call/order number.
- c. Invoice or Audit Number. List invoice or audit voucher numbers. If numbers are in sequence, show only the first and last numbers. List partial (final) shipment number applicable to invoice number(s). Note: If paying more than one invoice they must have the same payment due date in order to be included on the same DLA Form 477.
- d. Total Amount of Invoices. Enter gross total of invoice or audit voucher.

e. Refunds. Enter amount of any refund. Use Remarks block for explanatory data. Due to the implementation of Cash Management a refund should never be included with an invoice payment.

f. Gross Amount. Enter total of refunds. Leave blank if no refund is involved.

g. Discount. Enter rate and amount of discount.

h. Work-In-Progress Recoupment. Enter rate and amounts of progress payment recouped.

i. Other Deduction. Enter amount of any other deductions (either collections or droppages). Use Remarks block for explanatory data. Collections must be credited to PRON and Property Accounting Activity level on the DLA Form 457e.

j. Net Payment. Enter net amount due payee (gross amount plus refunds less deductions).

k. Type of Payment:

<u>TYPE OF PAYMENT</u>	<u>INSTRUCTIONS</u>
Complete or Final	Check Complete or Final block.
Partial	Leave blank. Partial payment number will be mechanically assigned.
Advance	Check Advance block. Enter appropriate advance payment number on line preceding the word partial.
Work-In-Progress	Check Work-In-Progress block. Enter appropriate WIP payment number on line preceding the work partial.

l. AFO. Reserved for Brief Block Stamp of the disbursing officer.

m. Remarks. Use this block for any explanatory data including but not limited to: Explanation of refunds and/or deductions and obligation authority number. When a final payment is made on a call, order or contract, enter each ACRN with remaining balance to be removed under the caption. When the reason for Funds Remaining is unknown to the Voucher Examiner, the payment will be marked partial. Such contracts should be reviewed to determine the reason for Funds Remaining. Such determination will then be entered on the Advice of Payment prepared for zero final payment.

NOTE: Voucher Examiner may insert DLA Form 477, invoice and MAAPR into contract folder after preparation of DLA Form 457e. Invoice amount(s) may never be raised or lowered to make adjustments except where there is an obvious extension or addition error. In these instances, an adjustment not to exceed \$10.00 may be made. The amounts will be placed on DLA Form 477 as shown on the invoice and adjustments made as prescribed; e.g., refunds, withholds, overruns, etc. All underruns are posted as Funds Remaining as outlined in subparagraph m above.

### 15.1.58 PREPARATION OF DLA FORM 472a

a. The DLA Form 472a, (standard Batch/AUTODIN Header Data Transcript Sheet) controlling the flow of source input data through the Functional Directorates.

b. Batch Assembly. Batches of data will be prepared by the applicable organizational element. The DLA Form 472a will be used as the batch control document and prepared in accordance with subparagraph c. Documents will be batched in relatively small groups, possibly not to exceed 50 documents or 100 transactions to facilitate minimal research effort, when necessary, on rejected data.

c. Instructions for preparing DLA Form 472a

(1) The three sections of the DLA Form 472a are:

(a) Batch Data portion is used by the District and CAO functional elements and/or the CAO Data Input and Control Group for recording and controlling the input data.

(b) AUTODIN Data portion is used by the District Communications Center or the CAO Source Data Preparation Group for the control of AUTODIN batches.

(c) Batch Control portion is used by the Systems Office or the CAO Data input and Control Group for the control of data batches.

(2) The data elements for the Batch Data portion of DLA Form 472a will be posted for each batch as outlined herein:

<u>POSITION</u>	<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
1-4	Area	Enter applicable area codes (left-justified) as indicated below.

GROUPS OF INPUT DATA AND APPLICABLE AREA CODE  
TO BE INCLUDED ON DLA FORM 472a

DLA FORM 472a BATCH DATA  
SECTION APPLICABLE AREA  
CODE IN POSITIONS 1-4

<u>GROUPS OF INPUT DATA</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Fiscal Information (DLA Form 457e)	*	C	L	R
Invoice Data	I	N	V	
Progress Payments (DLA Form 947)	P	R	O	
Contract Admin Data (DLA Form 592/592a)	C	A	D	
Accrued Expenditure Data	A	E	Q	A
Accrued Expenditure Data	A	E	Q	R
Accrued Expenditure Data	A	E	Q	8
Accrued Expenditure Data	A	E	Q	9

\*CLR input is the only group of input data not subject to automatic adjustment of batch card count and amount entries.

<u>POSITION</u>	<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
5-10	Batch	Batch.
11	Batch	Entry not required.
12-16	Batch Number	(See details below.)
12-13	CAO Designator	Enter the locally assigned two alpha characters which represent the CAO terminal or District where the data is batched, e.g., RA = District Detroit; GS = CAO Grand Rapids terminal; CN = CAO Ottawa terminal; etc.
14	Batch Originator Code	Enter the locally assigned alpha character designating the internal organizational element originating batched source documents. Both the CAO designator and batched source documents. Both the CAO designator and batched codes will be assigned by each DCMD and coordinated with concerned organizational elements.
15-16	Batch Serial Number	This portion of the batch number will be consecutively assigned beginning with 01, within the batch originator code.
17-22	Data Prepared	Enter the date the batch has been prepared in the format DDMMYY.
23	Blank	Entry not required.
24-25	Service ID	Enter AR-Army; AF-Air Force; NV-Navy; or DL-DLA. Note: Use with CLR data only. Entry not required from CAO.
26-45	Blank	Entry not required.
NOTE: The data for pos. 46-64 is applicable for INVOICE batches only.		
46-49	ADPE	ADPE.
50	Blank	Entry not required.
51-58	Date Received	Date received in paying office.
51-52	Day	Enter two digit day.
53	Blank	Entry not required.
54-55	Month	Enter two digit month; i.e., 01, 02, 03, 04, etc.
56	Blank	Entry not required.
57-58	Year	Enter last two positions of the calendar year.
59	Blank	Entry not required.

<u>POSITION</u>	<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
60	Reason Code	Enter applicable one position alpha Invoice Reason Code.
61-64	Proc Date	Process date. Enter only when pos. 60 contains data.
61-62	Month	Enter two digit month; i.e., 01, 02, 03, etc.
63-64	Day	Enter two digit day.
65-69	Card Count	Enter number of transactions (records/cards) that will be produced from the documents included in the batch. Do not include the batch data record in the count.
70-79	Quantity/Amount	Enter sum total of the quantity/amount of the documents contained in the batch. If quantity or amount is credit enter X in

NOTE: This entry is to be used only with CLR amounts.

### **15.1.59 PREPARATION OF DLA FORM 1430**

Prepare DLA Form 1430, Public Voucher, as follows:

- a. Voucher Number. Enter voucher number assigned to group of attached subvouchers.
- b. Department and Office. Enter Department of the Air Force, Army, Navy as applicable.
- c. Location. Enter activity where voucher is prepared.
- d. Subvoucher Numbers attached. Enter subvoucher numbers.
- e. Applicable Check Numbers. Enter check serial numbers. If more space is needed, use Remarks block.
- f. Total Amount of Payments. Enter total amount of checks as shown on check record.
- g. Paid By. Place Brief Block stamp here.
- h. Date. Enter date of payment.
- i. Signature and Title of AFO. This space is for signature and title of disbursing officer.
- j. Remarks. Use for additional information.

NOTE: On cost reimbursement type contracts, copies of subvouchers with supporting documents, including copies of SF Form 1034 when used, must be sent to the appropriate DCAA Auditor and ACO.

### 15.1.60 NAVY DISBURSEMENT TRANSACTION CODES

The following list of transaction type codes are applicable to Navy disbursement transactions. Refunds will be coded the same as corresponding prior payments.

<u>DESCRIPTION</u>	<u>CODE</u>
Appropriation Purchase Account, formal departmental obligation under a successor appropriation functional account in 52000 series.	1L
Plant Property Account direct procurement, formal departmental obligation under a successor appropriation (functional account in 41000 series except 41380 and 41990) excluding plant property for delivery to a contractor's plant.	1M
Appropriation Purchases Account, successor appropriation obligation other than formal departmental type (functional account in 52000 series).	1N
Marine Corps Appropriation Stores Account, successor appropriation obligation (functional account 57000).	1P
Plant Property Account, direct procurement, successor appropriation obligation other than formal departmental type (functional account in 41000 series, except 41380, 41480 and 41990) excluding plant property for delivery to a contractor's plant.	1Q
Contract progress payment to be liquidated by deliveries chargeable to stores account (functional account 98602), formal departmental obligations.	1W
Navy or Marine Corps Industrial Fund, payment made off-site, except progress payments to Navy or Marine Corps Industrial Fund and travel advances and reversal (Liquidation) of travel advances.	2F
Payment chargeable to an Army, Air Force, or Coast Guard appropriation(not normally paid on a Navy Subvoucher); a Navy deposit fund (except 17X6001 or 17X6002) or a collection creditable to a receipt account.	2I
End-use purchases, formal obligation under a successor appropriation(including plant property for delivery to a contractor's plant but excluding other plant property account items).	2J
End-use purchases, successor appropriation, not formal obligation and other than contracts administered by a designated Naval Plant Representative Office (including plant property for delivery to a contractor's plant but excluding other plant property account items).	2K
Contract Progress Payments to be liquidated by deliveries chargeable to a store's account (functional account 98602), formal departmental obligations under successor appropriation.	2M

<u>DESCRIPTION</u>	<u>CODE</u>
Contract progress payment not chargeable to the Navy Stock Fund, to be liquidated by deliveries chargeable to store's account (functional account 98602). Other than formal departmental obligations.	2W
Contract progress payments at Defense Contract Administrative Services District only, to be liquidated by deliveries chargeable for formal departmental obligations other than a store's account.	5W
Contract progress payments to be liquidated by deliveries not chargeable to other than a store's account and other than formal departmental obligations.	6W
Contract progress payments chargeable to 17X4911, Navy Stock (code in contact will be in the 7 series, 7A-7R).	7W
Reimbursements - Type codes for reimbursements will be assigned at the point where the collection document is processed.	
Reimbursement to Marine Corps Stock Fund, functional account 98021, 98026, 98027, 98028 or 98029.	3A
Reimbursement to a successor appropriation.	3B
Reimbursement not covered by 3A, 3B or 3D.	3C
Reimbursements to the Navy Stock Fund for sales of scrap, salvage, and surplus materials.	3D

### **15.1.61 PREPARATION OF DLA FORM 457e - FISCAL INFORMATION POSTING SLIP**

a. GENERAL - The five part DLA Form 457e is mechanically prepared anytime an obligation transaction is processed or contract provisions are added or deleted. The form is designed as a medium for Mechanized Data Entry (MDE) of the obligation, disbursement, collection, and adjustment transaction data. The upper portion of the form contains control data common to both obligations and disbursements (contract number and accounting classification) and also contains the contract line items to which the form is applicable. Below the control data is the payee's name and address, accounting classification reference number (ACRN) and the individual obligation amount. The lower left-hand portion contains the contract provisions (i.e., quantity variation, evidence of shipment, discount terms and alternate payee designation). The alternate payee indicator codes are R, N, C, and D.

- R - Contractor Remittance Address
- N - Notice of Assignment
- C - Canadian Commercial Corporation
- D - Change of Address (A D deletes the Payee Name and Address  
Record for other than R or N alternate payee indicator codes.)

The remainder of the lower portion is used in disbursement or adjustment processing.



b. The fields on the form are self-explanatory. However, the following contains a brief description of some of the fields:

(1) Payee Indicator Code (PIC) - This field is no longer used. The alternate payee's name and address is entered via KSP utilizing Program UYCADE10. Also, the portion of this form identified as Card Code 8 Payee Name and Address (28 digits per line) must be left blank.

(2) Navy Property Accounting Activity/Auxiliary Cost Code (PAA/ACC) - Will be shown if in the contract. In addition, when transaction codes beginning 1 or 7 (except 1J, 1K, 1W, 7J, 7M, 7R, through 7Z) are shown in the accounting classification and a unit identification code is not cited in the PAA/ACC field of the contract, the appropriate code will be inserted by using the consignee shown on the DD Form 250 and looking up the corresponding UIC in volume II, chapter 5 of the Navy Comptroller Manual; when items are consigned to a point for transshipment, use the ultimate destination. Right-justify the PAA/ACC number and prefix with zeros.

(3) Army PRON (PRON Serial) - Is entered at the time of obligation. However, for contracts in the system prior to 3 March 1975, the Army PRON must be entered at the time the disbursement transaction is processed. Right-justify and leave fields to the left blank.

(4) Navy Country Code (CRTY CODE) - Should normally be entered at the time of obligation.

(5) Force Thru Code (FT) - Enter an X. This code may not be used without prior approval of the Disbursing Officer.

(6) Shipment Number - Enter the shipment number cited on the invoice being paid. The voucher number should be placed in this field for all cash collection postings and adjustments if applicable.

(7) International Balance of Payments Code (IBOP) - IBOP Code is normally required only when a check is issued to a payee outside of the United States (See AR 37-109) for Army, (NAVCOMPT Manual, volume II, chapter 7) for Navy and (AFM 177-101) for Air Force to determine proper code. The Air Force IBOP Code will be shown in the accounting classification in the fifth digit of the Accounting Station. Therefore, it will be necessary to convert the fifth digit of the ADSN to a zero.

(8) Collection Code (CC) - Enter 1 for any item which will appear as a deduction on the subvoucher, for cash collections and for adjustments involving external reporting. Enter 2 for IBOP memorandum entries. Leave blank in all other cases. Cash collections should have voucher number.

(9) Type Payment Code (TP) - Enter 1 for complete or final payment, 2 for partial payment, 3 for progress payment, 4 for advance payment, 8 for cash collection or manual/manual (handtyped) checks for Navy only, 9 for other Services cash collections, for adjustments, corrections, and payments involving IBOP memorandum entries. Leave blank on voucher deductions made on payment vouchers.

(10) Transaction Code (TC) - Navy disbursements consist of a two digit code. It will normally be the same as the transaction type reflected in the original obligation entry. The only exceptions are when a work in progress, a discount, a quantity overrun/underrun, or a transportation/postage payment is made. The one digit subtransaction code is used to identify all deductions to and variations from gross dollar disbursement entries. The codes are as follows:

(a) T or P - will be used when transportation charges are authorized but are unfunded.

(b) D - Discounts

(c) Q - Quantity overruns/underruns

(d) W - Progress payments

(e) A - Advance payments

(f) L - Liquidated damages

(g) R - Reimbursable AF contracts

(h) X - Canadian dollar payments

#### **15.1.62 NAVY REGIONAL FINANCE CENTER TO WHICH DCMDs WILL REPORT THE NAVY DISBURSING ACCOUNTS**

##### NRFC

Navy Regional Finance Center  
Building 122  
Great Lakes, Illinois 60088

Navy Regional Finance Center  
Assoc. & Fiscal Division  
Building X13-CO-(FF20)  
Norfolk, Virginia 23511

Navy Regional Finance Center  
937 N. Harbor Drive  
San Diego, California 92132

##### DCMD

Dallas  
Chicago - St. Louis

Atlanta  
Boston - New York  
Cleveland, Philadelphia

Los Angeles

#### **15.1.63 DCMD RECORDS LOCATION CODE**

##### DCMD

##### CODE

Atlanta	58
Boston	14
Chicago	17
Cleveland	18
Dallas	21
Los Angeles	99
New York	57
Philadelphia	64
St. Louis	67

### 15.1.64 ACCRUED EXPENDITURE REPORT RECONCILIATION

#### ACCRUED EXPENDITURE REPORT RECONCILIATION FOR \_\_\_\_\_

1. EOM Report Number UYFC08 A/E Balance		\$ _____
2. Report Number UYFJ05		
a. Total Invoice A/E Amt.	+	_____
b. Total Unmatched A/E Amt.	-	_____
3. Report Number UYFJ07 A/R and ADJ Records	+ or -	_____
4. Report Number UYFJ08		
a. A/E Master Amt.	-	_____
b. Prog Pay A/E Amt.	+	_____
c. A/E Work Amt.	+	_____
d. PP Inv Amt.	+	_____
5. Report Number UYFJ10 Unmatched A/E to Acct. Class. Master	-	_____
	TOTAL	\$ _____

### 15.1.65 OVERAGE REASON CODES

<u>CODE</u>	<u>EXPLANATION</u>
A	Contractor has not submitted final invoice/voucher.
B	Final acceptance not received.
C	Contractor has not submitted patent/royalty report.
D	Patent/royalty clearance required.
E	Contractor has not submitted proposal for final price redetermination.
F	Supplemental agreement covering final price redetermination required, including negotiation of contingent VE payment.
G	Settlement of subcontract pending.
H	Final audits in process.
J	Disallowed cost pending.
K	Final audit of Government property pending.
L	Independent Research and Developmental rates pending.

<u>CODE</u>	<u>EXPLANATION</u>
M	Negotiation of overhead rates pending.
N	Additional funds requested but not yet received.
P	Reconciliation with paying office and contractor being accomplished.
Q	Armed Services Board of Contract Appeals case.
R	Public Law 85-804 case.
S	Litigation/investigation pending/bankruptcy/labor law determination.
T	Terminated for Default.
U	Warranty cause action pending.
V	Disposition of Government property pending.
W	Contract modification pending.
Y	Contract release and assignment pending. (Converted to X before transmittal to Procuring Activity.)

#### **15.1.66 CONTINGENT LIABILITY RECORDS VALIDATION CRITERIA**

<u>POS.</u>	<u>SERVICE</u>	<u>DISB OBLG</u>	<u>FIELD</u>	<u>BRIEF MESSAGE (SEE NOTE 2)</u>	<u>VALIDATION CRITERIA</u>
1	All	All	Card Code	CARD CODE 2 OR 3	Must be 2 or 3.
2	All	All	Address Control	CONTROL BLK, NUM X	Address Control must be blank or numeric X or alpha A.
3	All	All	PIIN	PIIN NO BLANKS	Must be alpha.
4-8	All	All	PIIN	PIIN NO BLANKS	Must be alpha- numeric, no blanks.
9-10	All	All	PIIN	PIIN NO BLANKS 9-10 NUMERIC	Must be numeric, no blanks.
11	All	All	PIIN	PIIN TYPE WRONG	Must be A, C, D, F, J, I, M, N, P, S, V or W.
12-13	All	All	PIIN	PIIN NO BLANKS	Serial Number alphanumeric, I or O invalid.

<u>POS.</u>	<u>SERVICE</u>	<u>DISB OBLG</u>	<u>FIELD</u>	<u>BRIEF MESSAGE (SEE NOTE 2)</u>	<u>VALIDATION CRITERIA</u>
14-15	All	All	PIIN	14-15 Term. NUMERIC	Dig. must be numeric. D, G, or H in pos. 11.
21	All	All	Dept	DEPT CODE 1-8	Must be 1-8.
22-23	DLA	All	Subhead	POS. 22-23, 51 ONLY	DLA Oblig - if pos. 26-27 contains D3, pos. 22-23 must con- tain 51.
22-25	A, AF, DLA	All	Subhead/ Limit	SUBHEAD - LIMIT	Must match accounting Master File except Navy. See note for specific AF Criteria.
28	AF	Oblig	Program Year		See note 1.
31-34	DLA	All	Allot/Sub- Allot	POS. 31-34 ALPHA/NUM	Allot Ser Number of Army Oblig must be alphanumeric, if Fund Code A3 or A5 are present, then field must be blank.
29-30	AF	Oblig	Agency	28-30 NUMERIC	See note 1.
31-32	AF	Oblig	Allot Serial	ALPHA/NUM	See note 1.
33-38	AF	Oblig	Budget Project	ALPHA/NUM	See note 1.
37-42	Navy	Oblig	Account Station	ALPHA/NUM	Must be alphanumeric, no spaces.
39-40	AF	All	Country Code	CTRY POS. 67 IBP	If IBOP contains data, then Country Code must be filled.
40-41	DLA	All	Country Code	CTRY POS. 67 IBP	If IBOP contains data, then Country Code must be filled.
43-44	Navy	All	Country Code	CTRY POS. 67 IBP	If IBOP contains data, then Country Code must filled.

<u>POS.</u>	<u>SERVICE</u>	<u>DISB OBLG</u>	<u>FIELD</u>	<u>BRIEF MESSAGE (SEE NOTE 2)</u>	<u>VALIDATION CRITERIA</u>
51-52	Army	All	Country Code	CTRY POS. 67 IBP	If IBOP contains data, then Country Code must be filled.
48-53	Navy	Disb	Prop Acctg. No.	ALPHA/NUM	Must be all spaces or all filled.
49-60	Navy	Oblg	Cost Code	ALPHA/NUM	Must be alpha- numeric or blank.
59-61	AF	Oblg	Acctg Station	ALPHA/NUM	The pos. 56-59 must be numeric, pos. 60-61 must be alphanumeric.
62-63	All	Oblg	ACRN	ALPHA/NUM	Must be filled.
64-66	All	Disb	Partial Payment	ALPHA/NUM	Must be numeric if pos.69 is 1, 2, 3, or 4.
67	All	Disb	IBOP Code	IBOP BLK, ALPHA, 8	IBOP Code must be blank, alpha, or 8.
68	All	Disb	Collection Code	COLL BLK TP-1-4,9	Collection Code is blank, Type Pmt must be 1-4, 9. For Navy, must be 8.
68-69	All	Disb	Coll/Type Payment	COLL BLK TP-1-4,9	If 68 is 1, then 69 must be blank or 9. For Navy, must be 8.
70-78	All	Disb	Money Field	AMOUNT NUMERIC	Must be numeric: overpunch in 78 for Credit Amount.
79-80	All	All	Transaction Code	SUB-TR POS. 79-BLK	The pos. 79 must be space, A, T or 3 and pos. 80 must be space,D, T, L, Q, M, P, A, W or X. May be R, for AF. For Navy, pos. 79 may be any numeric and, if numeric, pos. 80 may be any alpha. If pos. 9 is space, pos. 80 may not be W.

NOTE 1: During the validation process, all CLR transactions are validated for contract number, accounting citation and availability of funds by matching against various master records as indicated below. Transactions that do not meet validation requirements are printed out on the CLR Validation Rejects listing and do not get into the system. COLLATOR FILE (Accounting Classification Master File):

a. All obligation and disbursement transactions are matched against the Collator File as follows:

(1) Army/DLA - Match on Fund Code Limitation, and Dept Code.

(2) Air Force - If Fund Code is 6B, 6C, 6E, 6H, 60 through 69, match on Dept, Fund Code.

(3) If Fund Code is 30, D7, DR, DU or if Fund Code is 10, 11, 14, 15, 16, 17, 28, 29, and Prog Year is S, match on Dept, Fund Code, Limit, Program Year, Agency.

(4) If Fund Code other than above, match on Dept, Fund Code, Limit, Program Year, Agency, Budget Project.

(5) Navy - Match on Fund Code and Dept Code. After matching the transaction record picks up the full appropriation data from the Collator File on Disbursement transactions. To update Collator File use A in field pos. 11-38, to delete an item use D in field pos. 40.

b. Disbursement transactions that do not match an existing contract record on the CLR will reject and print out on the CLR Validation Rejects listing as NO CLR RECORD.

c. If there is a credit ULO after the transaction has been validated, the transaction will be rejected with the legend ULO Credit Balance. (Except progress payment or advance payment.) CAD MASTER FILE.

d. All CLR transactions are matched against the CAD Short Validation File on Contract/Call. No hits are rejected with the legend Contract no CAD.

DISBURSING ERROR THIS GROUP - When transaction is rejected on validation, if there are any other disbursement transactions with the same contract/call number in that same validation run, they will be rejected even though in themselves they are valid transactions. This operation takes place at the call level. Such rejections appear on the CLR Validation Rejects listing with the legend DISB ERROR IN THIS GROUP.

NOTE 2: Asterisks will appear on the CLR Reject Report Number UYFA02 under the fields error.

### **15.1.67 CRITERIA FOR CHECKING VALIDITY OF APPROPRIATION DATA ON OBLIGATIONS AND DISBURSEMENTS**

A visual validity check of all appropriation data on obligations and disbursements will be made prior to input to the mechanized system. Any transaction which does not meet the criteria below will be corrected as expeditiously as possible. All transactions must contain a two digit Fund Code which are set forth in appendix 30 of this part of the manual.

a. For APPA funds 97x0400 always disburse first in-first out oldest funds properly chargeable.

b. Other checks apply to the Department Code (Fund) specified in the transaction.

(1) Army (Department Code 1):

(a) All transactions must contain:

1. Program Year (one digit alphanumeric) except 77-44 Industrial Fund Code A5, 21X4992.

2. Operating Agency (two digit alphanumeric).

3. Accounting Station (five digit numeric).

(b) In addition to the requirements of subparagraph (a), preceding, the following checks apply to Army transactions:

1. All transactions citing Fund Code A3 (21X4991) must contain a numeric 1 or blank in the high order position of the budget project.

2. All transactions citing Fund Code A3 (21X4991) and A5 (21X4992) must contain a limitation (four digit alphanumeric).

3. All transactions excluding those citing 77-44 Fund Code A5 (21X4992) must contain:

a. Allotment Serial Number (four digit alphanumeric).

b. Object Class (three digit alphanumeric-high order).

c. Budget Project (four digit alphanumeric).

4. Effective 15 November 1980, all DoD contracts for Treasury Index No. 97 and Fiscal Station S49447 will be input using the Army configuration and a Force Thru Code. This policy is temporary until a system change can be made which allows the Treasury Index No. 97 to be input with more than a single format.

(c) When processing Army contracts citing appropriation 21X2020:

1. Six digit Budget Project - Drop the last two digits; enter the balance in columns 35-38 of DLA Form 457e (e.g., 481012 will be entered as 4810) and/or line F7 or 1318.

2. Four digit Object Class - Drop the last digit; enter the balance in columns 39-41 of DLA Form 457e.

(2) Air Force (Department Code 2).

(a) All transactions must contain the following elements except Stock Funds may contain any combination of the elements:

1. Program Year (one digit numeric except as follows):

a. Fund Code 19 (57 3199) - Alpha M.



b. Fund Codes 11 (57X3010), 15 (57X3020), 17 (57X3080) and 29 (57X3600) - Numeric or Alpha S.

c. Fund Code 30 (57\*3400) - Numeric or Alpha M.

d. Fund Code 55 (57\*3840) - Numeric or Alpha M.

### 15.1.68 QUANTITY VARIATION TABLE

NOTE: Variances will be entered in pos. 75-76 for overruns and pos. 77-78 for underruns in the Supplies Line item Data Record #2 (see paragraph 3-14) according to the following:

<u>PERCENTAGE</u>	<u>DATA CODE</u>	<u>PERCENTAGE</u>	<u>DATA CODE</u>
1%	01	3/8 of 1%	OC
2%	02	1/2 of 1%	OD
3%	03	5/8 of 1%	OE
4%	04	3/4 of 1%	OF
5%	05	7/8 of 1%	OG
6%	06	1 1/8%	1A
7%	07	1 1/4%	1B
8%	08	1 3/8%	1C
9%	09	1 1/2%	1D
10%	10	1 5/8%	1E
1/8 of 1%	0A	1 3/4%	1F
1/10 of 1%	0B	1 7/8%	1G
1/4 of 1%	0B	1/ 2 1/8%	2A